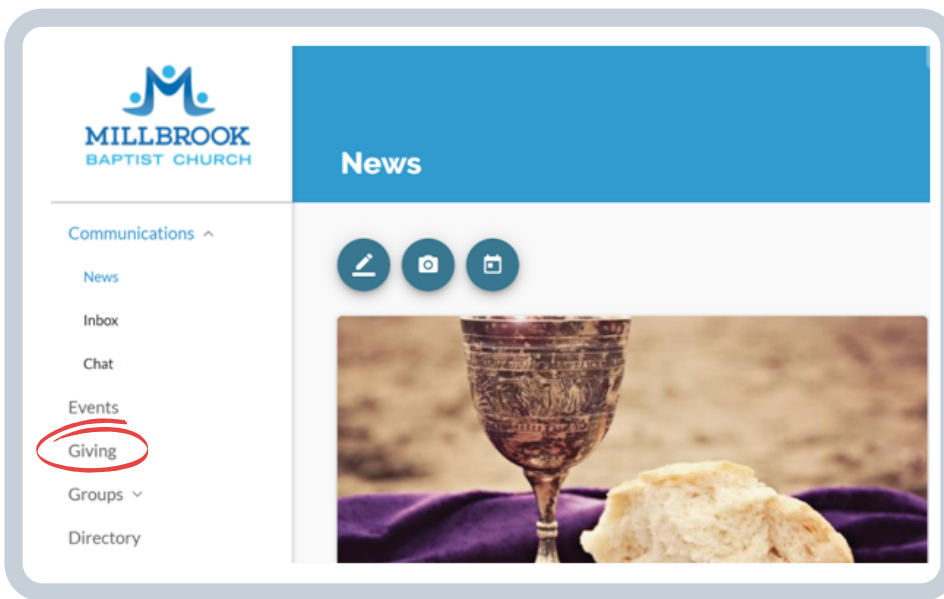


• SETTING UP ONLINE DONATIONS • USING



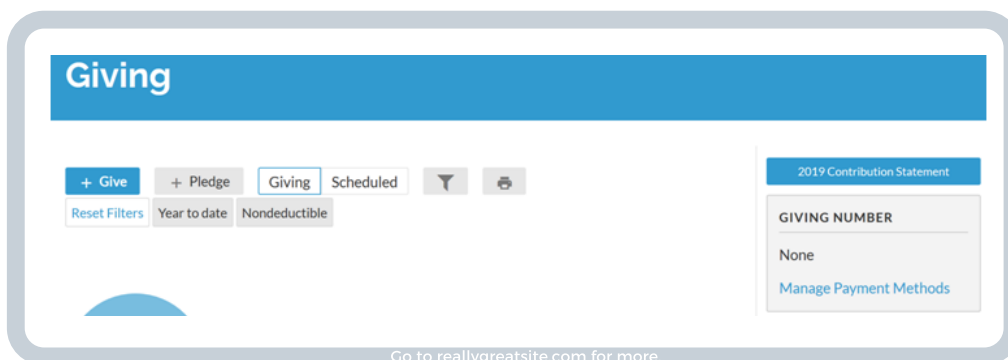
👉 Log into your Realm account by going to <https://onrealm.org> and entering your email and password.

👉 Contact the church if you don't already have an account.

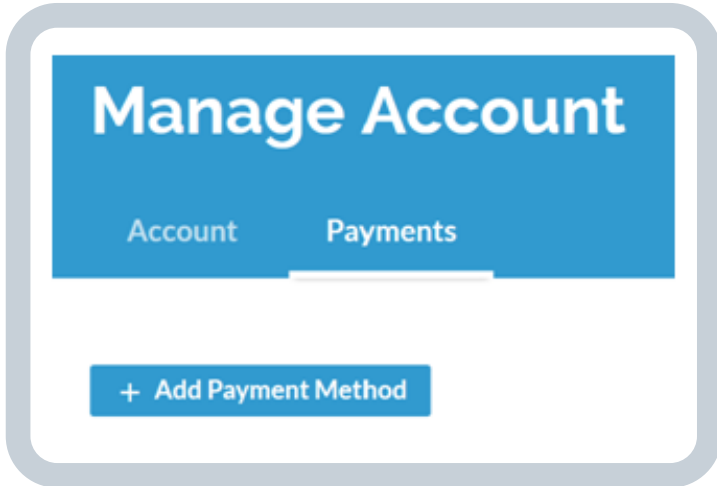
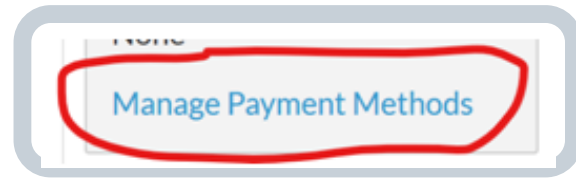


👉 Once logged in, click on "Giving" in the menu on the left side of the window.

👉 The Giving screen lets you look at past activity as well as enter donations and pledges.



➔ If it's your first time, you'll need to set up a payment method by clicking on "Manage Payment Methods" on the right side of the window.



➔ Click "Add Payment Method" button to add an account (credit, debit, checking, or savings).

➔ Enter the account information and click "Save."

➔ Once you are done adding your payment method(s), go to the menu on the left and click "Community," then "Giving" to get back to the Giving screen.

➔ Click on the "+ Give" button towards the left side of the screen to set up a donation.

➔ Enter the donation amount, fund choice, and "Gift date" (date of payment).

➔ Click "GIVE ONCE" for a single donation or "GIVE MULTIPLE TIMES" to set up a recurring donation.

➔ Click "Continue."

A screenshot of a mobile application interface titled 'How much would you like to give?'. It features a form with the following elements: 'Amount' set to '\$ 0.00', 'Fund' set to 'General', and a '+ ANOTHER FUND' button. Below this, there are two buttons: 'GIVE ONCE' (highlighted in grey) and 'GIVE MULTIPLE TIMES'. Underneath, there is a 'Gift date' field with a calendar icon and the text 'Today'. At the bottom left, it says 'Total: \$0.00'. At the bottom right, there are two buttons: 'CANCEL' and 'CONTINUE'.

➔ Choose the payment account you wish to use, then click "Give..."

➔ You will see a confirmation window pop up on the screen and you should also receive an email confirmation.

➔ You can go back to the giving page to change a future scheduled donation.