

Welcome to Online Pledge Payments!

We are pleased to announce the option of paying pledges online with a credit card for members and contributors. Please note that in order to make an online pledge payment (one-time or recurring) you need to have a **MyFirstChurch account**. Don't have a MyFirstChurch account? Click [here](#) to be taken to those instructions.

Just a reminder MyFirstChurch (MFC) allows members and contributors to build a FUSM profile where you can:

- Add an individual and /or family photograph for the online directory.
- Quickly look up the contact information for a member.
- View a directory of members, with or without photos.
- Check your pledge and contribution record.
- Update your contact information.
- Make a one-time donation to the church or pay your pledge.

TO PAY YOUR PLEDGE WITH A CREDIT CARD:

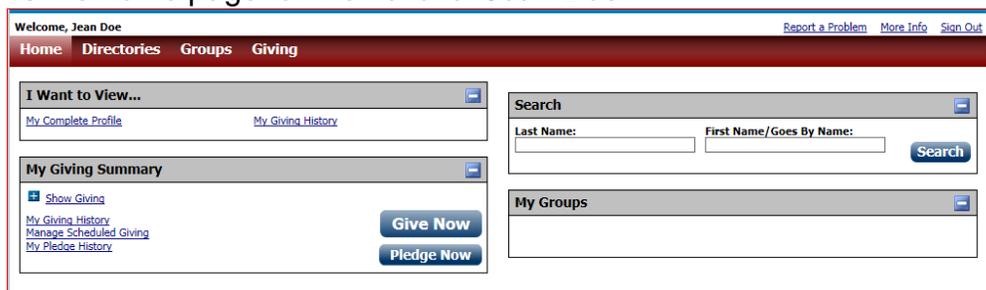
While we are excited to offer you the convenience of the online credit card payment option, it is important to know that this does come with additional costs to the church. We pay between 2.75%-3.50% of each transaction in a fee to the company that processes our payments. So, for example, if you make a \$100 donation, FUSM will receive between \$96.55-\$97.25 of that donation. You will see instructions below that there is a way you can increase your contribution to help cover these additional costs.

CONSIDER AUTOMATIC ELECTRIC FUNDS TRANSFER:

Before setting up recurring online credit card payments please consider paying via EFT through your bank account. This process is easy to set-up, or change at virtually no cost to the church! Automatic transfers are on the 15th of each month. To sign-up please print and fill out this authorization [form](#) and return it to Cheri Taylor during any Sunday coffee hour or mail it directly to her.

Have your MFC account all setup? Great! We will be using our fictional Jean Doe member to show you step-by-step instructions of how to setup your payment information. You can make a one-time gift or a recurring gift.

Here is the home page for the fictional Jean Doe.



The screenshot shows the user interface for Jean Doe. At the top, there is a navigation bar with links for Home, Directories, Groups, and Giving. On the right side of the navigation bar, there are links for Report a Problem, More Info, and Sign Out. The main content area is divided into several sections:

- I Want to View...:** Contains links for My Complete Profile and My Giving History.
- My Giving Summary:** Contains links for Show Giving, My Giving History, Manage Scheduled Giving, and My Pledge History. It also features two prominent buttons: Give Now and Pledge Now.
- Search:** Includes input fields for Last Name and First Name/Goes By Name, along with a Search button.
- My Groups:** A section with a dropdown arrow, currently empty.

Enter a One-Time Online Gift

Give Now:

1. Click on the **Give Now** button.
2. Enter how much you want to give. For our example we entered **\$102.50**. (If you would like to view your current pledge payment progress to determine your gifting amount, click on **My Pledge Detail** and a box will appear with this information.)
3. Select the **One Time** option.
4. Enter when you want the gift to be sent.
5. Click **Continue**.
6. Enter the amount to give to each fund from every payment. You must allocate your total contribution to funds on this page.
7. Enter a **Description** for each fund you give to (example: \$100.00 pledge payment and \$2.50 processing contribution.)

Give Now | My Scheduled Giving

Gift ✓ | **6 Funds 2** | 7 Payment Method 3 | Review & Process 4 | Receipt

Operating Fund \$1.00 Pledge Balance 0%

Processing Contribution

\$0.00 of \$102.50 Remaining

[<< Back](#) [Continue >>](#)

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8. Click **Continue**.
9. Enter your payment method information.
10. Click **Continue**.
11. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, and then click **Process Gift**.

Give Now | My Scheduled Giving

Gift ✓ | Funds ✓ | Payment Method ✓ | **4 Review & Process** | Receipt

To complete your transaction, verify the information below, then click *Process Gift*.

Account Description: Pledge Payments
Payment Type: Debit
Account Number: *****4342
Payment Amount: \$50.00
Frequency: One Time Gift
Process Date: 3/4/2016

Review

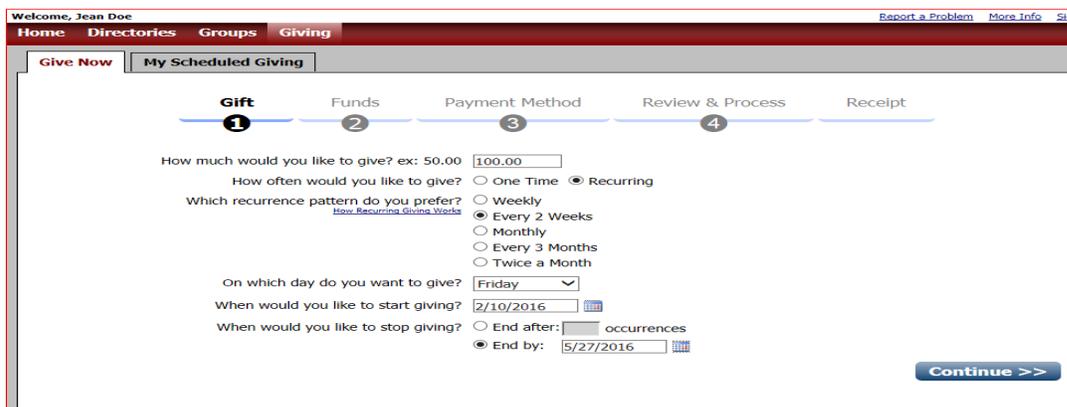
Fund	Gift Amount	Gift Description
Operating Fund	\$45.00	pledge
Processing Contribution	\$5.00	processing contribution
Total \$50.00		

[<< Back](#) [Process Gift >>](#)

12. The **Receipt** page displays. To print the receipt information, click Print on the right side of the page.

[Enter a Recurring Online Gift](#)

1. Click on the **Give Now** button.
2. Enter how much you want to give. For our example we entered **\$102.50**. (If you would like to view your current pledge payment progress to determine your gifting amount, click on **My Pledge Detail** and a box will appear with this information.)
3. Select the **Recurring** option.
4. Select the recurrence pattern you want to use, the day of the week you want to give on, and the dates you want to start and stop the gift. To select dates from a calendar, click .
5. Here is an example of what you will see. I want to pay \$102.50 every 2 weeks starting this Friday until the end of the fiscal church year.



6. Click **Continue**
7. Enter the amount to give to each fund from every payment. You must allocate your total contribution to funds on this page.
8. Enter a **Description** for each fund you give to (example: \$100.00 pledge payment and \$2.50 processing contribution.)
9. Click **Continue**.
10. Enter your payment method information.
11. Click **Continue**.
12. Make sure the payment information, amount, and funds you want to give to, and gift descriptions are correct, and click **Schedule Gift**.
13. The **Receipt** page displays. To print the receipt information, click Print on the right side of the page.

[My Scheduled Giving](#)

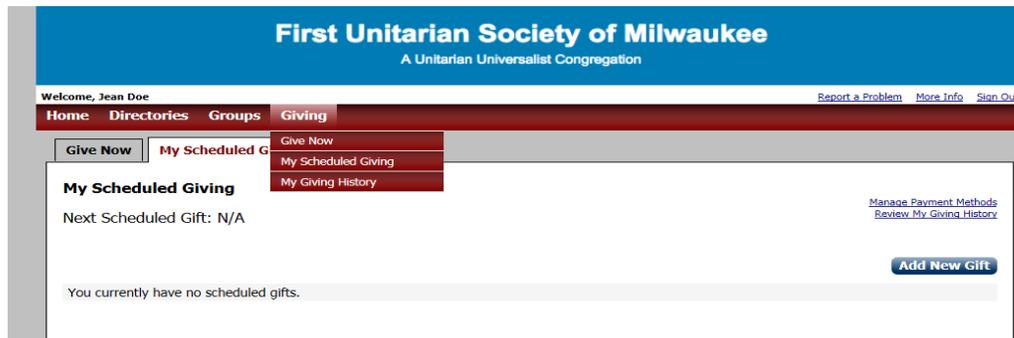
On this tab you can manage your scheduled online gifts. After you have completed the steps for adding a recurring gift you can go in and edit, delete, or put a gift on hold.

Manage Payment Methods

Managing your payment methods is an integral part of the giving online process. You can delete a card that is about to expire, add a new card, edit an incorrect payment method, or update your payment description.

To add a payment method

1. Hover over the **Giving tab**, and then click **My Scheduled Giving**.
2. On the right side of the page click **Manage Payment Methods**.



3. Click **Add New Payment Method**.
4. Enter the new payment method information.
5. Click **Submit New Payment Method**.

That's it! Congratulations on setting up your online pledge payment account! Please keep an eye out for future opportunities to pay for adult education classes, fundraiser items, and other events online. If you have any questions, concerns, or comments please contact our office assistant Tracy Smith at tracy.smith@uumilwaukee.org or 414-273-5257 ex. 207.

Please note that payments will not be reflected immediately on your account. It will take several business days for the church to receive the transaction, process it, and upload the information to your account