

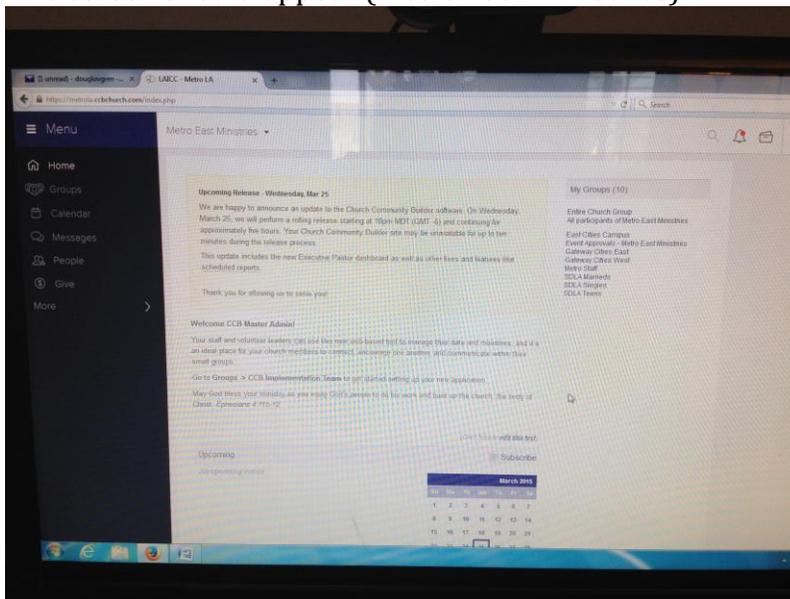
On-line Giving in CCB

In addition to giving us the ability to update our own information and better connect with others in the church and in our small groups, our new church community website (metrola.ccbchurch.com) allows us to setup on-line giving.

While on-line giving works best for regular, consistent giving (weekly, bi-weekly or monthly), you also have the ability to make a one-time offering. Here's how you can setup your on-line gift.

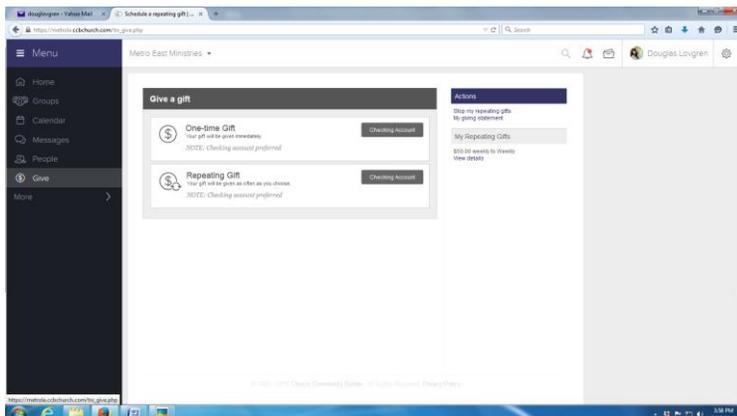
STEP #1: Login at <http://metrola.ccbchurch.com>

This screen should appear (Metro East Ministries)



STEP #2: On left are a list of things you can select: (Home, Groups, Calendar, Messages, People, Give, More)

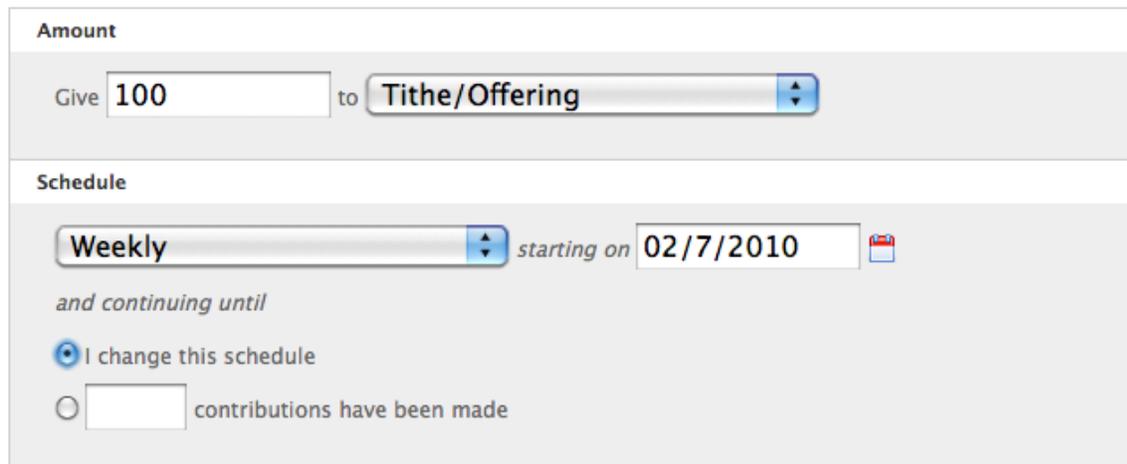
STEP #3: Select GIVE and up pops screen below



One time gifts happen immediately.
Repeating gifts can be scheduled.

Generally you will click Repeating Gift to schedule a weekly or monthly contribution.

Follow steps to input your information.



The screenshot shows a web form for scheduling a contribution. It is divided into two main sections: 'Amount' and 'Schedule'.
In the 'Amount' section, there is a text input field labeled 'Give' containing the number '100', followed by the word 'to', and a dropdown menu currently set to 'Tithe/Offering'.
The 'Schedule' section contains a dropdown menu set to 'Weekly', followed by the text 'starting on' and a date input field containing '02/7/2010'. Below this, the text 'and continuing until' is followed by two radio button options: the first is 'I change this schedule' (which is selected), and the second is an empty input field followed by the text 'contributions have been made'.

1. Input the amount
2. Select the fund you want to contribute to (Tithes, Missions, etc.)
3. Choose the schedule (weekly, monthly, etc.)
4. Choose a starting date, preferably a Sunday (takes 24 hours)
5. Decide how long this should continue.

If you just want to give weekly on an ongoing basis, click until I change this schedule. If you want to give \$100 a month to special missions for 6 months, then say until 6 contributions have been made. If you want to make a one time contribution, enter a 1 here and it will stop after running one time (the system works best with regular contributions and it's easy to make a mistake if you just try to give one time gifts every week – we recommend that you use this for regular gifts or the occasional gift to special contribution, but not that you set up dozens of one-time gifts).

6. Enter your banking information, check the authorize button and hit Submit.

IMPORTANT – After you've setup your contribution, check My Giving Schedules on the right or go to your profile and view the Financial tab to review your schedules.

Actions

Stop my scheduled gift(s)

Giving Schedules

\$10.00 monthly to Becas Program

\$58.50 weekly to Tithe/Offering

\$36.50 weekly to Tithe/Offering

[View details](#)

In the example above, there's one recurring gift for a special ministry program and two for tithes/offerings. If you see a duplicate gift scheduled, or something that doesn't look right, click "Stop my scheduled gift(s)". That will take you to your financial page, where you can see all of your gifts. Anything with a red stop sign next to it is an ongoing gift. Click the stop sign for the gift you want to cancel. This must be done at least 24 hours in advance of the gift to ensure that it cancels before the gift is taken. Click Give below to setup a new gift.

Note regarding on-line giving. We are not aware of any problems in the system. It functions well according to the schedule you setup. Here's how the process generally works: you setup the schedule today (Wednesday), to begin this Sunday. You'll receive a receipt today from BluePay (our on-line payment processor) with a test withdrawal of \$0. On Saturday, the process will begin and you'll receive a receipt with the actual transaction. Funds will probably be deducted from your account Tuesday or Wednesday.

If an erroneous gift is made, contact us immediately at accounting@laicc.net or by calling our accounting office at 213-351-2300. We cannot reverse the transaction, we can issue a refund check if we know about the problem within 30 days. It will take 5-10 business days for you to receive this check.

Thanks for your generosity and we hope you enjoy the benefits of our new online giving system.