

# Online Giving

We are switching our online giving from Easytithe to Church Connect. These are the instructions that you will need to set up your online giving on our Cody UMC Church Connect page. Any questions can be directed to Bryan Armel.

## Online Giving fees

The church pays a transaction fee for each donation. Credit card fees include a small base fee and a percentage fee on the transaction. They generally work out to slightly less than 3%. ACH or checking account donations have a flat base fee of 25 cents regardless of donation size. Your full donation amount is credited as a donation regardless of the fee amount.

Online giving is an option that we are providing our congregation for those who want it. There is no pressure to switch to online giving. We will continue to accept checks and cash in our traditional ways. There is no way to give anonymously using the online giving option.

Thank you for your support.

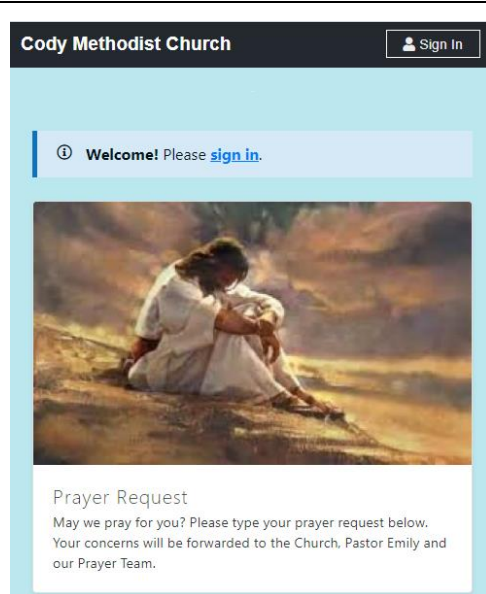
## Instructions

If you have not already set up your Church Connect login go to Appendix A at the end of this document.

Go to our Church Connect Page using your internet browser or you can may use the Church Connect App on your phone.

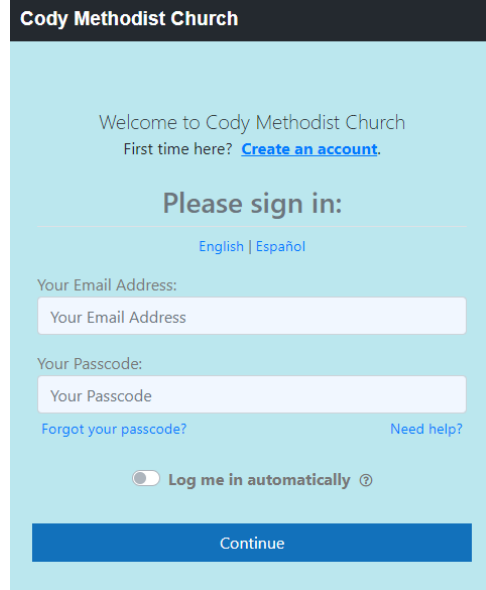
The internet address for our Church Connect page is [codyumc.churchtrac.com](http://codyumc.churchtrac.com).

Click "sign-in".



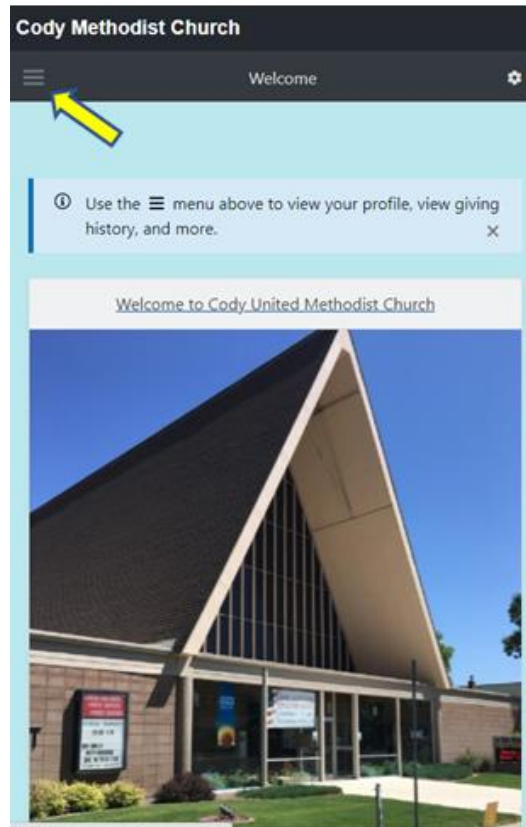
Fill in your email address and password  
(churchtrac refers to your password as passcode)

Click "Continue"

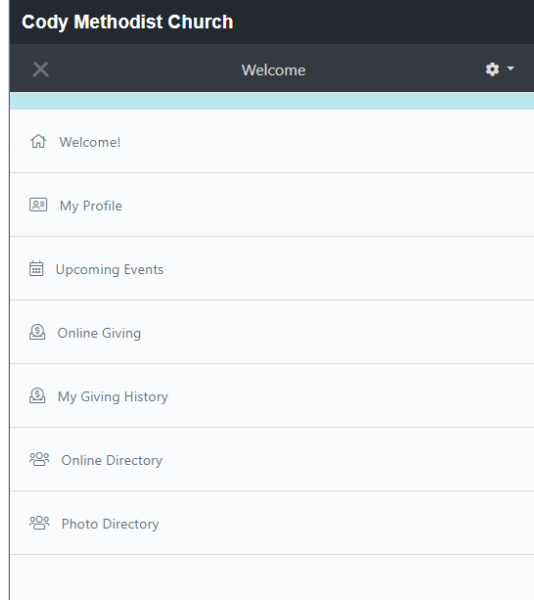


There is a note at the top of the first screen that say "use the menu above to view your profile, view giving history, and more."

Click or press on the Menu.

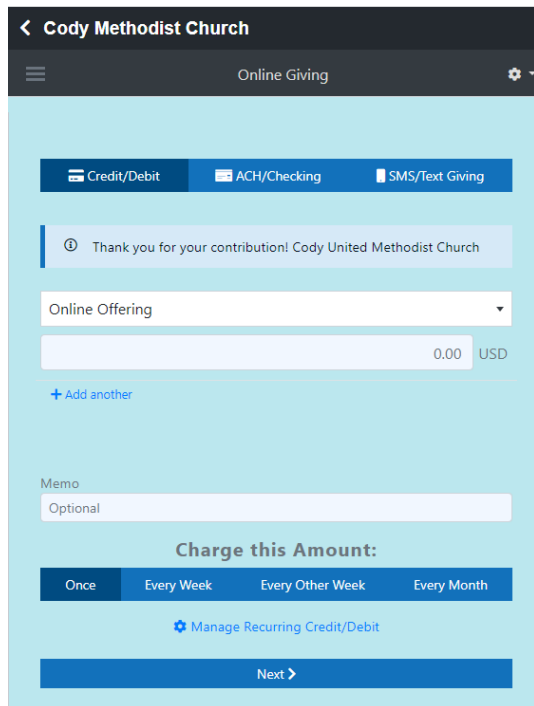


Click or touch "Online Giving"



You will have the option of selecting "Credit/Debit", ACH/Checking" or "SMS/Text Giving"

The opening screen defaults to "Credit/Debit" option so you can go straight into entering your donation if that is your choice.



## Credit/Debit Donations

You can select the down arrow to the right of “Online Plate Offering” to choose another option. Current options are:

- Memorial Fund Donation
- Good Samaritan Fund Donation
- Special Giving Sundays Donation

Enter a donation amount.

Enter something on the memo field if you want to provide additional designation for your donation.

If you are giving a memorial donation, please place the person’s name on the Memo field.

Choose whether this is a one-time donation or it is reoccurring. (NOTE: you can’t choose a date or day that the reoccurring donation will occur. The reoccurrence will be based upon the date you make the initial donation.)

Click Next

**Cody Methodist Church**  
Online Giving

Credit/Debit ACH/Checking SMS/Text Giving

Thank you for your contribution! Cody United Methodist Church

Online Offering 0.00 USD

+ Add another

Memo  
Optional

**Charge this Amount:**

Once Every Week Every Other Week Every Month

Manage Recurring Credit/Debit

Next >

Enter your card number, expiration date, and CCV number.

The box to securely save your card for future use is checked. Uncheck the box if you do not want your card information saved.

Click or touch “Charge My Card”

A thank you and success will be indicated.

**Cody Methodist Church**  
Online Giving

Credit/Debit ACH/Checking SMS/Text Giving

← Edit Amount and Options

Your Credit / Debit Card Number

Card number MM / YY CVC

Securely save this card for future use

Charge My Card 5.00 USD

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## ACH/Checking Donations

The first time you will have to set up your bank account

Enter the information requested:

- Account Holder's Name
- Account Type
- Routing Number
- Account Number

Click or touch submit

**NOTE:** When you click submit, two small deposits (a few cents) will be sent to your bank account. You will need to complete a one-time validation process by providing the EXACT amount of these two deposits before you can use this account for making a contribution. It will take a day or two for these small deposits to appear in your account. Return to this screen to enter the amounts.

The screenshot shows the 'Cody Methodist Church' Online Giving interface. At the top, there are three tabs: 'Credit/Debit', 'ACH/Checking' (which is selected), and 'SMS/Text Giving'. Below the tabs, there are three input fields: 'Enter the Account Holder's Name:' with a text box containing 'Name on this Account', 'Account Type:' with a dropdown menu set to 'Individual/Personal', and 'YOUR NAME' with a text box containing '1234 Main Street Anywhere, OH 00000'. Below these fields is a 'PAY TO THE ORDER OF' field with a dollar sign and a 'DATE' field with '12/3'. A check number '123456789' is shown with brackets identifying its parts: '044072324' as the 'ROUTING NUMBER', '000123456789' as the 'ACCOUNT NUMBER', and '123' as the 'CHECK NUMBER'. Below the check image, there are three input fields: 'Enter Your Routing Number:' with a text box, 'Enter Your Account Number:' with a text box, and 'Enter Your Check Number:' with a text box. A note below the check number field states: 'Enter your bank's Routing Number. This can be found on the bottom left corner of your check, and is typically 9 digits long.' and 'Enter your full Account Number which appears just to the right of the Routing Number. DO NOT include the Check Number.'

Once you have the deposit amounts.

Log back into Church Connect, Go to Online Giving, choose ACH giving

Follow the instructions to verify the amounts of the deposits.

Click or touch submit

Now you can proceed with your donation.

You can select the down arrow to the right of “Online Plate Offering” to choose another option. Current options are:

- Memorial Fund Donation
- Good Samaritan Fund Donation
- Special Giving Sundays Donation

Enter a donation amount.

Enter something on the memo field if you want to provide additional designation for your donation.

If you are giving a memorial donation, please place the person’s name on the Memo field.

Choose whether this is a one time donation or it is reoccurring. (NOTE: you can’t choose a date or day that the reoccurring donation will occur. The reoccurrence will be based upon the date you make the initial donation.)

Click Submit

Click OK to confirm your donation

The screenshot shows the 'Cody Methodist Church' online giving page. At the top, there are three payment method buttons: 'Credit/Debit', 'ACH/Checking', and 'SMS/Text Giving'. Below these is a dropdown menu for 'Online Plate Offering' with a down arrow on the right. A text input field shows '0.00 USD'. A '+ Add another' link is below the amount field. The next section is titled 'Debit this amount from my account ending in 2419:' and has four frequency buttons: 'Once', 'Every Week', 'Every Other Week', and 'Every Month'. Below the frequency buttons is an 'Optional Memo' text input field. A blue box contains an information icon and the text: 'By clicking below, I authorize Cody Methodist Church to electronically debit my bank account for the amount entered above.' A 'Submit' button is at the bottom of this box. At the very bottom of the page, there is a link: 'Manage Bank Account & Repeating ACH'.

## SMS/Text Giving

First time you will have to set up your information.

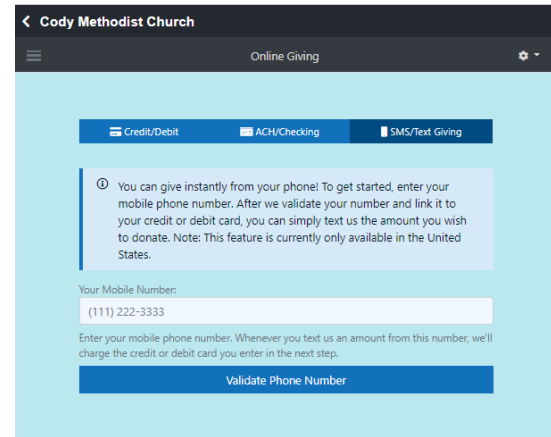
Enter your phone number.

Click or touch “Validate Phone Number”

A text will be sent to your phone.

Enter the validation number

Enter your credit card number



When you enter the SMS/Text Giving screen again. There will be a phone at the top with number that you can text your donation to.

Using that number from your phone.

Enter a dollar amount of your donation. The “\$” sign and “.00” are optional.

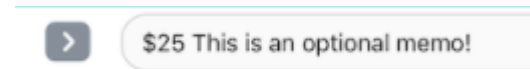
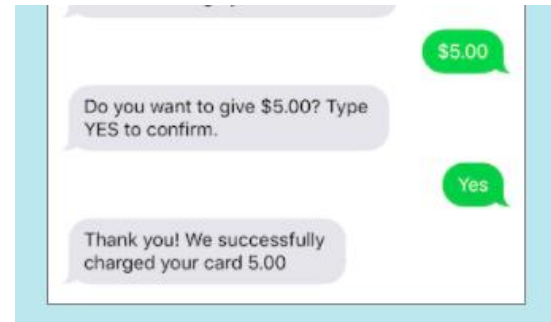
You will get a response asking to confirm the amount.

Type “YES”

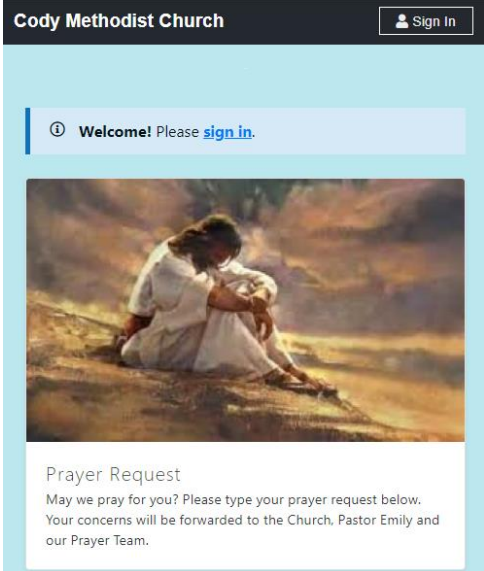
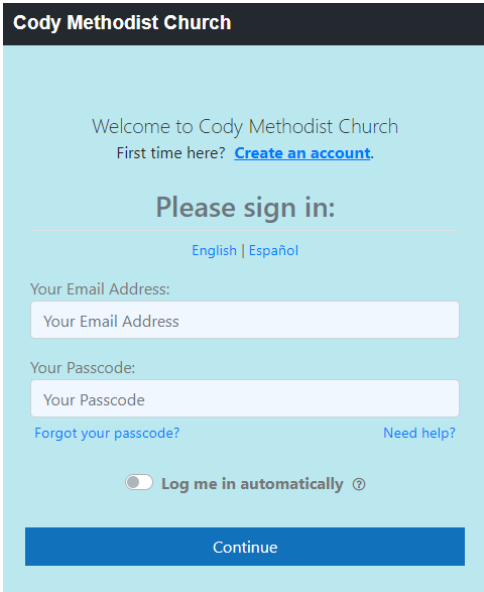
You will get a response Thanking you and confirming the amount.

You can also include a memo after the amount if you want to further designate your donations. For example

“\$25 memorial fund for Joe S.”



# Appendix A – Setting up a Church Connect Account

<p>Go to our Church Connect Page using your internet browser</p> <p>The internet address for our Church Connect page is <a href="http://codyumc.churchtrac.com">codyumc.churchtrac.com</a>.</p> <p>Click “sign-in”.</p>	 <p>The screenshot shows the top of the Church Connect page for Cody Methodist Church. At the top right is a 'Sign In' button. Below it is a light blue banner with the text 'Welcome! Please <a href="#">sign in</a>.' Underneath is a photograph of a person in white robes kneeling in prayer. Below the photo is a 'Prayer Request' section with the text: 'May we pray for you? Please type your prayer request below. Your concerns will be forwarded to the Church, Pastor Emily and our Prayer Team.'</p>
<p>Click “Create an account”</p>	 <p>The screenshot shows the sign-in page for Cody Methodist Church. It features a 'Welcome to Cody Methodist Church' message with a link to 'Create an account' for first-time users. Below this is the heading 'Please sign in:' followed by language options 'English   Español'. There are two input fields: 'Your Email Address' and 'Your Passcode'. Below the passcode field are links for 'Forgot your passcode?' and 'Need help?'. A toggle switch for 'Log me in automatically' is present, and a blue 'Continue' button is at the bottom.</p>



Type in your email address.

Check the “I’m not a robot” box

Click “Continue”

NOTE: This works best if you use the email that we have on record for you. If you use a different email it will ask you to enter your name, phone, and address.

We will then need to match you manually to your name in our database, which may require some additional steps.

They will send a Passcode (Password) to your email.

Once you get your passcode.

Enter

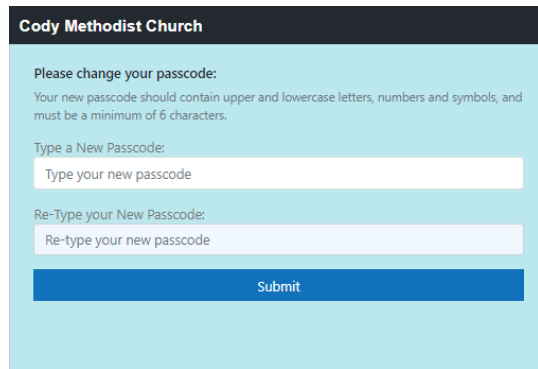
- Your email
- Your passcode

Click “Continue”

You will be required to enter a new password.

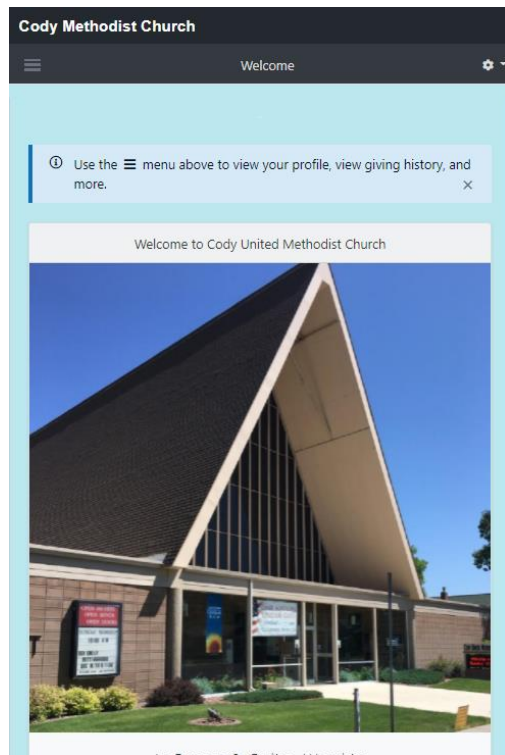
They call it a passcode. Your password can include more the numbers.

Click "Submit"



The screenshot shows a mobile application interface for 'Cody Methodist Church'. At the top, there is a dark header with the church name. Below it, a light blue section contains the text 'Please change your passcode:' followed by instructions: 'Your new passcode should contain upper and lowercase letters, numbers and symbols, and must be a minimum of 6 characters.' There are two input fields: 'Type a New Passcode:' and 'Re-Type your New Passcode:'. A blue 'Submit' button is located at the bottom of this section.

You will now be logged into your Churchtrac account.



## Church Connect App

This instruction is how it works on an android phone. Once someone does this with an Apple phone, we will let you know if there are different instructions.

To place the Church Connect App on your phone. Point your camera at the Qcode to the right.

Your phone should then ask you if you want to go to the [codyumc.churchtrac.com](http://codyumc.churchtrac.com) page.

Say yes.

Then depending upon what browser, you are using you should have the option of adding the connect app to your phone.

You will now be on the [codyumc.churchtrac.com](http://codyumc.churchtrac.com) page.

