BON AIR
PRESBYTERIAN CHURCH

Welcome to the Foundation Online Giving Program User Guide, for members and friends of Bon Air Presbyterian Church (BAPC).

Online giving is an additional way to give to the church. If you prefer to send a paper check, set up ACH giving through the Financial Secretary, or donate stocks, those methods are all still available.

Before getting into the system, there are some important items to disclose about using this method to make contributions to BAPC:

1. Contributions are being made to the Presbyterian Foundation, who in turn will forward the proceeds to BAPC. The Foundation applies a 2% processing fee for each donation.

2. Contributions will be reported from the Foundation to the donor upon each donation made (via email) and at year-end in the form of an annual giving statement.

3. Contributions will also be included in the giving statements provided quarterly and at year-end by BAPC. The amounts contributed through the Foundation will be classified as non-deductible for tax purposes because they will separately be reported as deductible donations on the Foundation's year-end statement.

4. Donors using the online system other than through a mobile device (phone) will have the option to add on 2% to their donation to offset the processing fee. The donation plus 2%, if elected, will be credited as the amount donated. Example: If you donate $100 and do not cover the fee, BAPC will receive a net $98 amount. If you donate $100 and cover the fee, you will be charged $102 as your donation and BAPC will receive $100.

5. At this time, the online system can be used to make three categories of donations:
    a. Pledges and regular giving (goes to the church Operating fund)
    b. Capital Campaign
    c. Endowment Fund

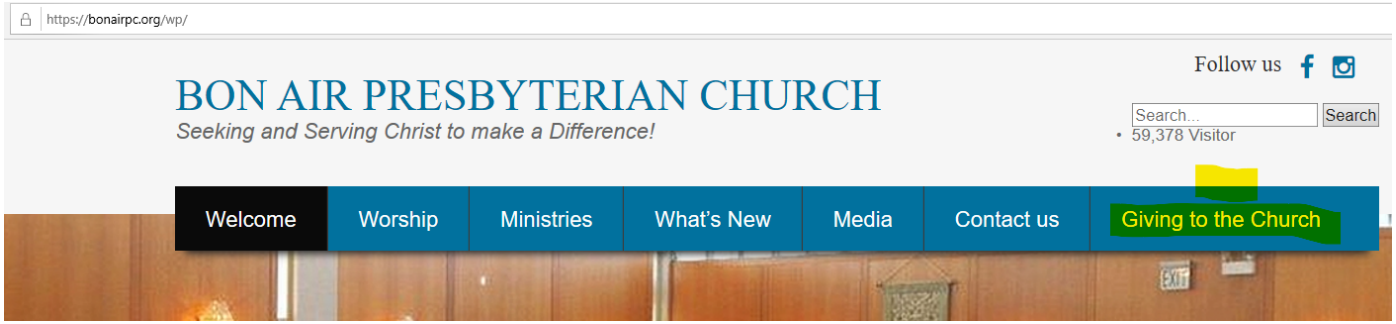
    We anticipate adding additional giving categories, such as Memorials and Music Fund.

Thank you for considering your giving using the Foundation Online Giving System. We hope these advantages of this giving option suit your needs -

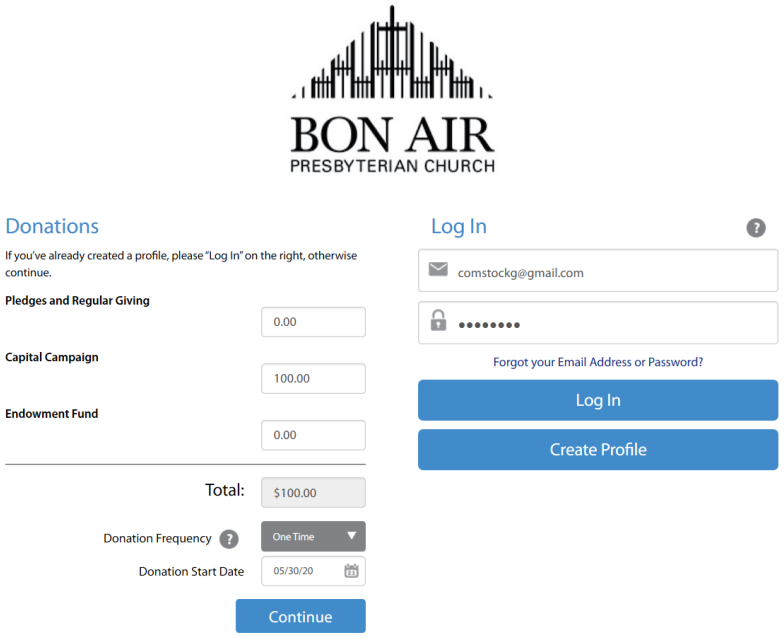
1. Unlike the current ACH giving program, you can control/change your giving to occur at any time 24/7 and at changing amounts. And contributions can be one time for a special purpose or set to be made on a recurring weekly, monthly or other schedule.
2. Unlike using your bank's bill pay service, money is sent securely electronically to BAPC, avoiding the issuance and mailing and depositing of a paper check. And your payment can be made using a debit or credit card.

Accessing the Foundation Online Giving system

1. Go to the BAPC website – www.bonairpc.org
2. Select Giving to the Church from the menu bar.



3. Locate and select the link to the Foundation. You will be directed to this page:



There is no single, only-one-way to use the system. This guide will illustrate using the system on this basis:

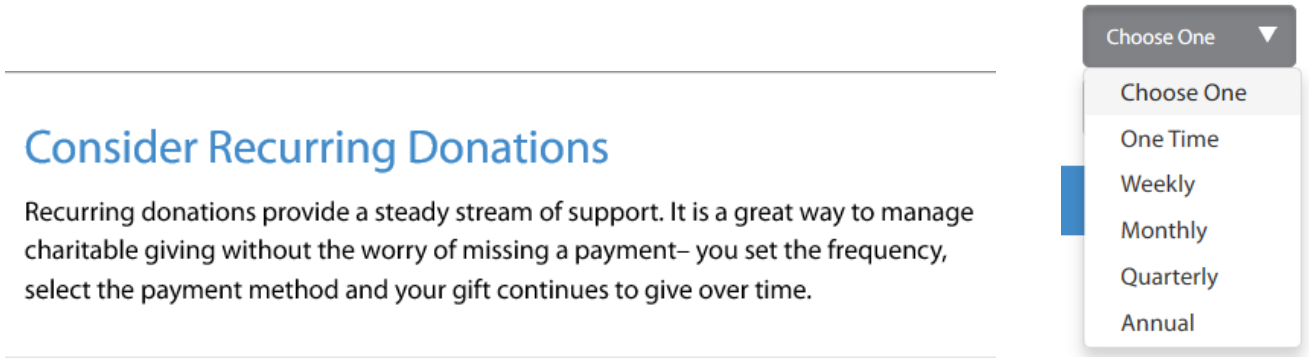
First time users (and users who do not want to store their information on the site, perhaps one-time users) will start filling in information on the left side, under Donations. There will be an option on the following page to store your information – name, address, payment method – which will be held on your Profile.

If you elected to save a Profile, then on subsequent visits to the system, you can start on the right side of the page under Log In.

Donations - (Choose this for all first-time users; one-time users, users without a saved profile)

Enter the desired amount in the desired giving category(s).

Select a Donation Frequency



Enter a donation Start Date.

Select Continue.

Donation Information – page 1 of 2

BON AIR
PRESBYTERIAN CHURCH

Donation Information

First Name: *

Last Name: *

Address 1: *

Address 2:

City: *

Country: UNITED STATES - US

State:

Zip:

Phone Number:

Email Address: *

*required

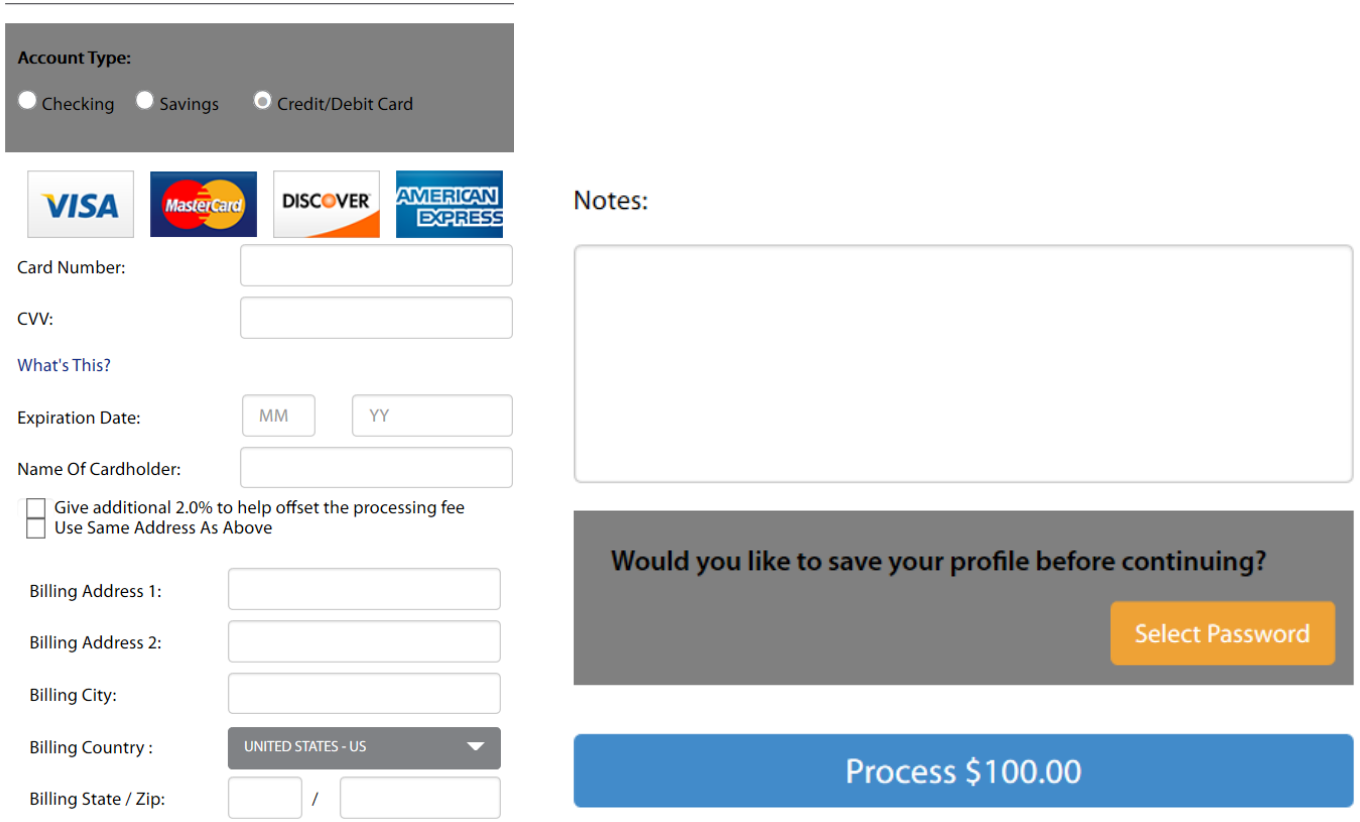
Donation Summary

Capital Campaign	$100.00
Total One Time Donation	$100.00
Donation Frequency:	One Time
Donation Start Date:	05/30/20

Edit

Start with entering the requested name and address information. The address information is used for sending year-end giving statements. The email address is used to send you your donation confirmation/receipt.

Donation Information – page 2 of 2



Enter payment information. What is shown above is for a credit/debit card payment.

If you request Checking or Savings, you will be prompted with instructions on entering your bank account information for an ACH withdrawal.

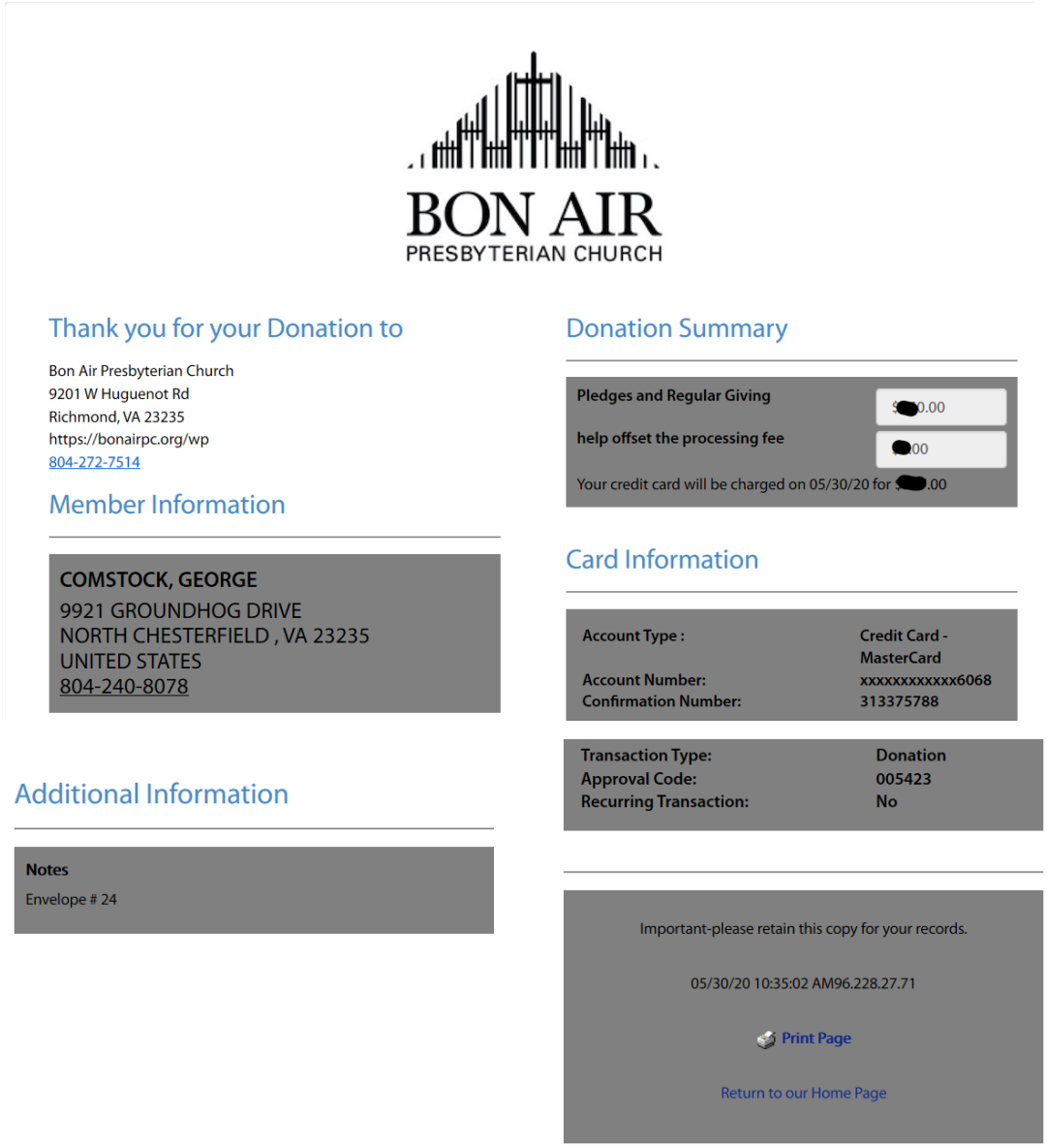
You have the option to add on 2% to cover the processing fee; to do so, select the check box.

If your address entered on page 1 is the same for your card's billing address, select the check box, else enter the address associated with your card.

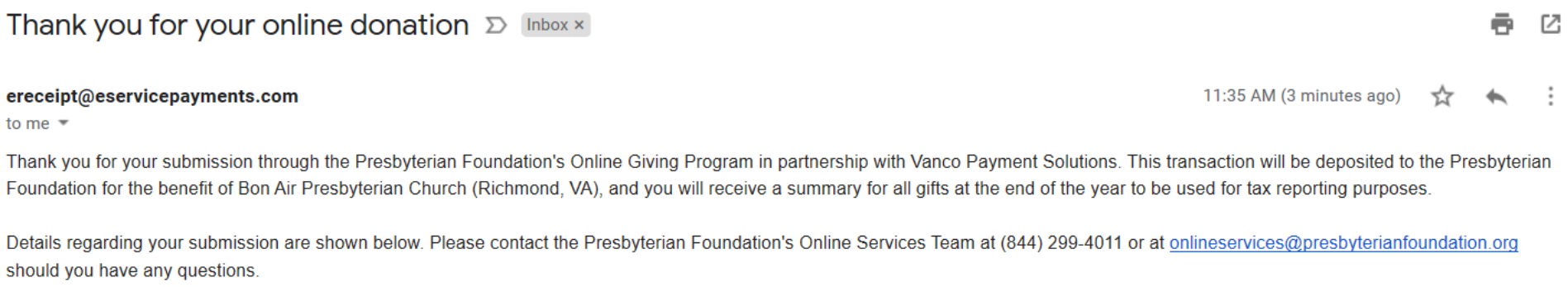
You have the option here to save your profile information for subsequent donations at a later time. Do so by selecting Select Password. If you skip the Select Password, on later logins to the system, you will proceed in the same manner as you did, beginning on the Donations side of the main page.

Select the blue Process button to make your donation.

The system will present a confirmation of the completed donation.



Within a few minutes, you will receive a confirmation/receipt for your donation via email.



Thank you for your online donation Inbox ×

ereceipt@eservicepayments.com 11:35 AM (3 minutes ago)

to me

Thank you for your submission through the Presbyterian Foundation's Online Giving Program in partnership with Vanco Payment Solutions. This transaction will be deposited to the Presbyterian Foundation for the benefit of Bon Air Presbyterian Church (Richmond, VA), and you will receive a summary for all gifts at the end of the year to be used for tax reporting purposes.

Details regarding your submission are shown below. Please contact the Presbyterian Foundation's Online Services Team at (844) 299-4011 or at onlineservices@presbyterianfoundation.org should you have any questions.

For returning users -

Log In (On the main page of Foundation system, enter your email address and password to initiate a donation using your stored information)

This is where you can log in to your online profile. When you log in to your online profile, you can initiate new transactions, edit recurring transactions and view a complete history of transactions initiated from your online profile. If you have not created an online profile, return to the previous screen and click on the "Create Profile" button.

Your email must be in the correct format:

- Email must be an active account
- Email must include only one @ symbol
- Email must contain only letters, numbers, dashes, periods, and underscores
- Email cannot be identical to your password

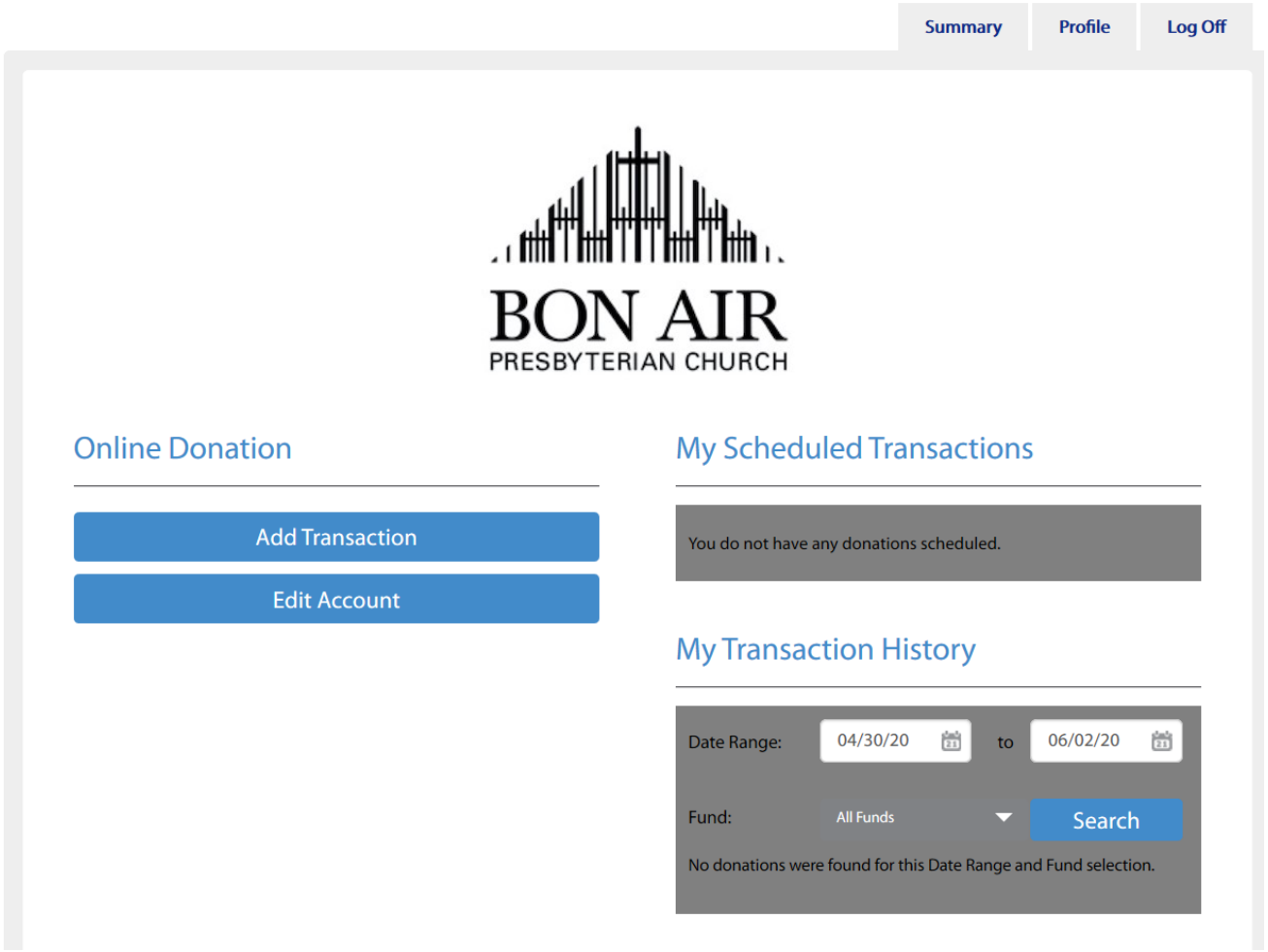
Your password must be in the correct format:

- Password must be at least eight characters
- Password must include at least one letter and one number
- Password cannot be identical to your first name, last name or email address
- Password cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than * " or >

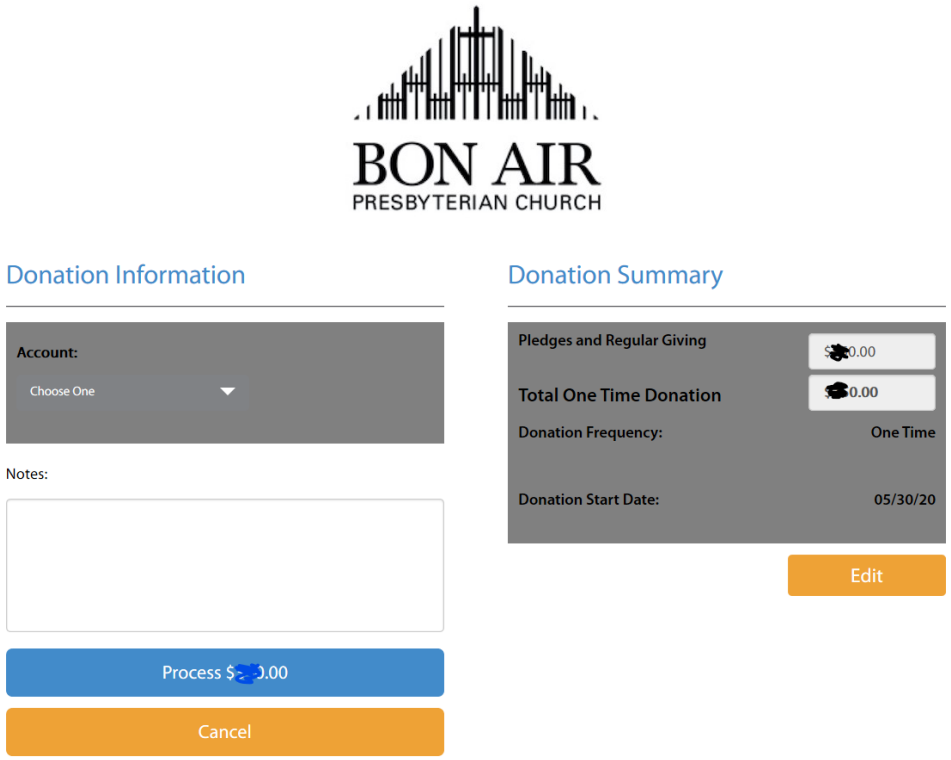
The following pages illustrate making a donation using your saved profile, by selecting the **Log In** button shown above

Upon entering your correct email address and password combination, and selecting Log In, you are brought to the screen shown on the next page -

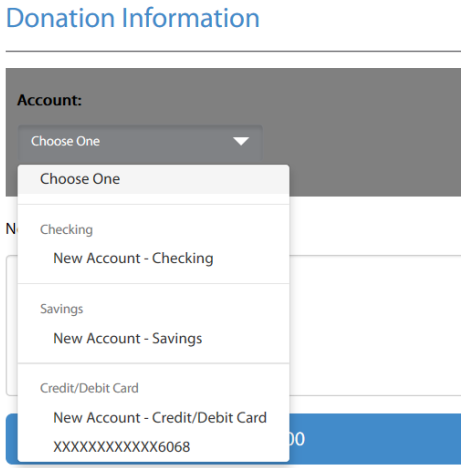
Select Add Transaction – use this to make a new donation



You have the option to select your previously saved source Account, or add new Account.



Select the Account information:



The remainder of the donation process is the same as previously illustrated for a first-time donation.