

ELECTRONIC GIVING INSTRUCTIONS

Thank you for your support with time, talents and funds. We offer many programs for all ages here at Downs UMC and we can't do that without your support.

GIVING VIA THE WEBSITE – www.downsumc.org

You will need either your routing number/account number on the bottom of your checks (routing number is the first set of numbers and account number is the next set of numbers) or your credit/debit card information before you start this process.

Simply follow these easy steps:

- 1) Visit the Church Website – www.downsumc.org The website facilitates ***both one time contributions***, and ***recurring contributions***.
- 2) Click on the “Give Now” button in the black bar under the main picture. You can do three things here.
 - a. Give a one-time giving
 - b. Create a profile
 - c. Log-in once a profile has been created.
- 3) Click on the Create Profile Button if you want to create a profile and reduce the amount of information that you need to put in to complete a transaction
- 4) Follow the onscreen instructions to create an online profile.
 - a. Enter your email and click continue
 - b. Enter your contact information and a ***password*** - then click Create Profile. It's that easy
- 5) You will be directed to your summary page to schedule your contributions. This is the page that will appear after your log-in
 - a. You can see your scheduled transactions
 - b. Your transaction history
 - c. To add a donation just click “add transaction”
 - d. You can also edit your profile

- 6) Fill in the amount that you want to give for each fund or just one fund. You will be given the option on how frequent your donations are given and a start and end date (end date is optional). Such as: one-time, weekly, bi-weekly, monthly or semi-monthly. If you are giving to a special fundraiser you have the option to fill in the Text box to indicate the fundraiser – such as, Krispy Cream, Spaghetti Supper, buckets etc.

If there is no information in the text box, we will assume the donation is for the overall use in the fund you have indicated.

You can also make split contributions! For example, if you want to give \$100 to General Fund and \$100 to Building Fund for a total of \$200 weekly you can do it in one transaction. You can also do 2 transactions. If you want to give \$100 weekly to the General Fund and then another transaction that would give \$100 monthly to the Building Fund.

- 7) ***You need to put a check in the “I am not a robot” box.*** - Choose whether you want to use your Checking account or Credit/Debit card. Fill in the information required. For Credit/Debit cards you will have the option of checking a box that will add 2.75% to your gift to offset the cost from the merchant. This is totally up to you. ***Please, we ask that if you use a credit card – do not go into debt to donate to the church. Generosity is given from our existing resources and abundance, not from debt.***
- 8) Once you have all of the information correct click “Process” and a confirmation screen will appear with your transaction information. You can print your confirmation

GIVING VIA MOBILE PHONE APP

Mobile donations are also available for one-time credit/debit card from your phone. You can download the Joyfully2UMC app on your smart phone. ***This is more of a one-time, spur of the moment way to give.***

1. Download app from the app store – Joyfully2UMC
2. Locate Downs United Methodist Church ***-Notice there is more than one Downs United Methodist Church, please be sure to pick the one in Downs, IL.***
3. Click on the “Give” button.
4. ***You can set Downs UMC as your home church – this will automatically fill out that part of the form the next time you open this app.***
5. Fill in the Blanks and choose your fund that you want to give to
6. Hit “Give Now”
7. ***It’s that simple.***
8. If you want to give to a mission project, or something like Bucket Sunday, ***put a note after your first name.*** Like for example if you wrote John Bucket in the first name category, we’d put your donation into the mission bucket for bucket Sunday.

This option does not allow you to:

1. Use your profile and will not appear on your summary on your profile but will be on your yearly giving statement from the church
2. Allow you to set-up reoccurring giving
3. Can only be used for Credit/Debit card giving
4. No option to add funds to offset costs

ANOTHER SMART PHONE OPTION –

1. Go to the downsumc.org website on your phone
2. Click to add it to your “add to home screen”
3. You can then access all the information that you would from the website on your computer including your profile and giving information.
4. This allows you full access to use a checking account or credit/debit card, add the 2.75% to offset costs from merchants, etc.