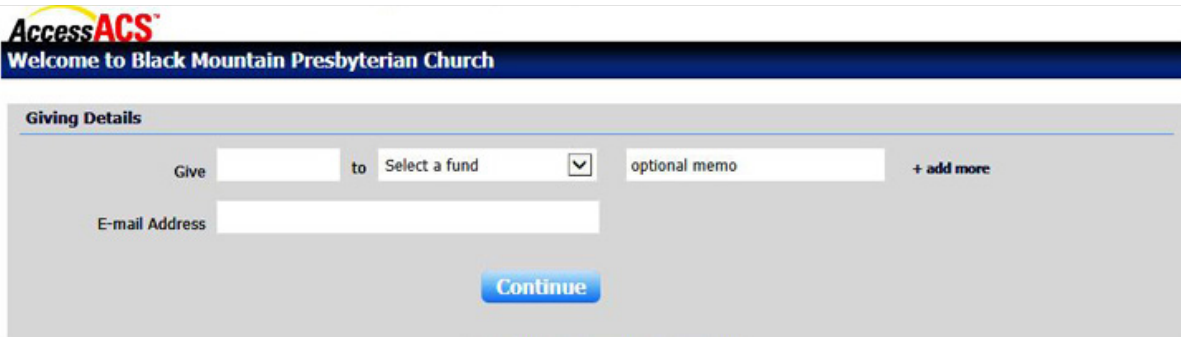


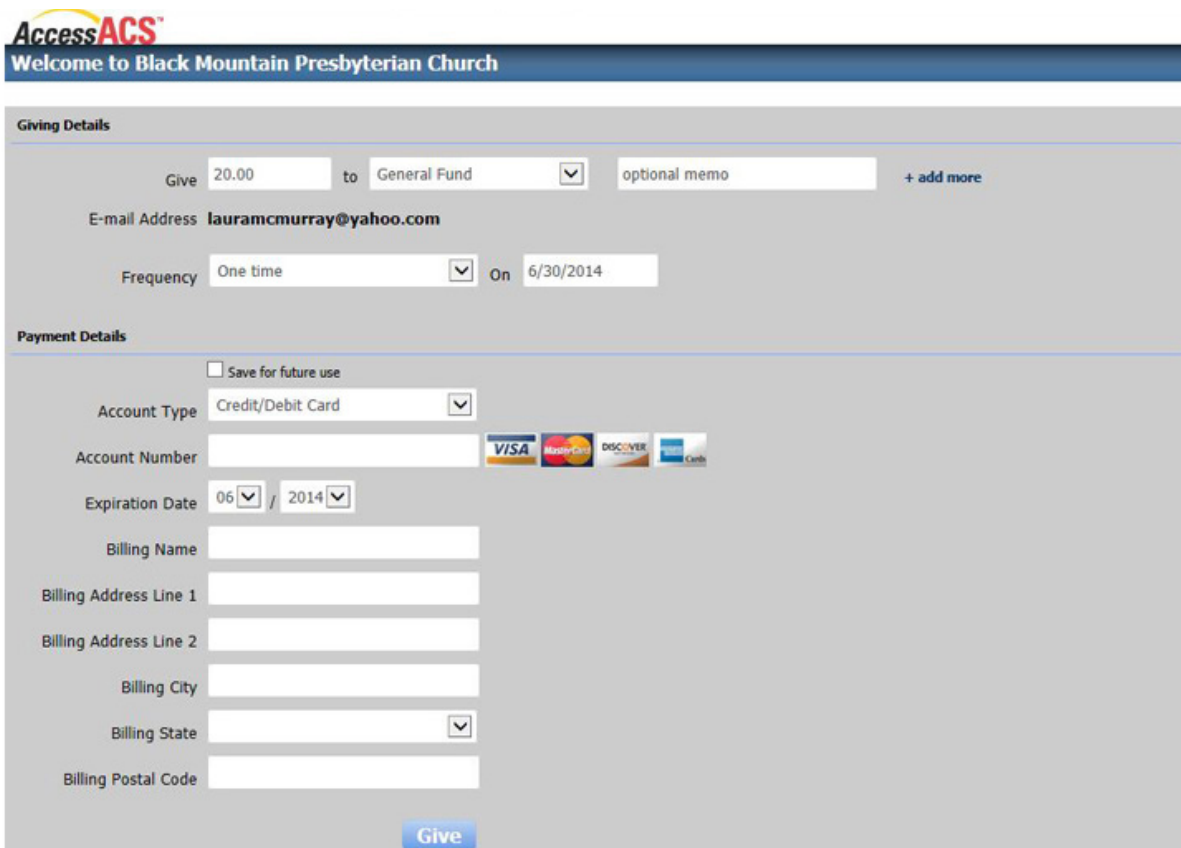
BMPC – Online Giving

- 1) Go to <http://bmpcnc.org>
- 2) Click on Pledge or Make a Gift
- 3) On this page, click on Give Now button



The screenshot shows the 'Giving Details' section of the AccessACS website. At the top, there is a logo for 'AccessACS' and a blue banner that reads 'Welcome to Black Mountain Presbyterian Church'. Below the banner, the 'Giving Details' form is displayed. It includes a 'Give' field with a text input, a 'to' label, a 'Select a fund' dropdown menu, an 'optional memo' text input, and a '+ add more' link. Below these fields is an 'E-mail Address' text input. At the bottom of the form is a blue 'Continue' button.

- 4) Enter the amount you would like to give under **Give**
- 5) Select a Fund you would like to give to, the fund selections will change based on the time of year, i.e. Easter, Christmas, etc.
- 6) Enter any information under “Optional memo” you want the Financial Administrator to know about or if you don’t see a particular fund, select General, and then put instructions in the memo line. If you select **+add more** you can give to different funds with one transaction.
- 7) Enter your email address then click **Continue**
- 8) Confirm your email address to create an account with the church. This way it will show up on your end of year statement. Click **Create Account**
- 9) This is the next screen you will see:



The screenshot shows the 'Payment Details' section of the AccessACS website. At the top, there is a logo for 'AccessACS' and a blue banner that reads 'Welcome to Black Mountain Presbyterian Church'. Below the banner, the 'Payment Details' form is displayed. It includes a 'Give' field with a text input containing '20.00', a 'to' label, a 'General Fund' dropdown menu, an 'optional memo' text input, and a '+ add more' link. Below these fields is an 'E-mail Address' text input containing 'lauramcmurray@yahoo.com'. Below that is a 'Frequency' dropdown menu set to 'One time' and an 'On' date field set to '6/30/2014'. Below these fields is a 'Payment Details' section. It includes a checkbox for 'Save for future use', an 'Account Type' dropdown menu set to 'Credit/Debit Card', an 'Account Number' text input, and a row of logos for VISA, MasterCard, DISCOVER, and American Express. Below these logos is an 'Expiration Date' field with two dropdown menus set to '06' and '2014'. Below that are text input fields for 'Billing Name', 'Billing Address Line 1', 'Billing Address Line 2', 'Billing City', 'Billing State' (with a dropdown menu), and 'Billing Postal Code'. At the bottom of the form is a blue 'Give' button.

- 10) Enter in all your information
- a **Frequency** – Is this a One Time gift or would you like to set up your pledge to be taken out regularly?
Select the arrow to the right to see your options
 - b Select the **Account Type** – You can give through your Credit/Debit Card, Checking Account or Savings Account
 - c Enter the rest of your information based on your selections. Once all fields have been entered click **Give**
- 11) You should receive a receipt that looks like this:



You will also receive an email that will allow you to set up your account with BMPC.
You will only need to do this once.

- 12) Go to your email and find the email from Black Mountain Presbyterian Church
- 13) Click on the link to verify all of your information. You will **create a new password** that you will need to remember in the future. Make sure you write down your **Username** which is shown on the original email
- 14) When you enter and re-enter your password, click **Sign In**
- 15) This will take you to your Access ACS account page which is linked to our church records.
You can make any changes to your account here, give more money, set up a scheduled giving, etc.
- 16) To access your account again, go to BMPC website <http://bmpcnc.org> and select _____TBD_____
- 17) Then enter your email address or username and the password you created