



# Instructions for Online Giving

**Step 1.** [Follow this Link](#) to set up your account with Subsplash Giving.

**Step 2.** You will be prompted to either “Continue with Email” or “Continue with Facebook” If you choose “Continue with Email” you will have the opportunity to choose your own password. If you choose “Continue with Facebook” then your login information will be imported from Facebook. ***Our suggestion is to select “Continue with Email.”***

**Step 3.** You will be prompted to fill in your name, email address, and to create your unique password. Our recommendation is to create a password of 8 characters or more with a mix of upper and lower case letters, and numbers.

**Step 4.** You will be prompted to check your email in order to confirm your email address.

**Step 5.** Check your email. You will find an email from Subsplash titled “Welcome”. Select Confirm Email Address.

**Step 6.** You will be prompted to “return to your app” and login with your email address and password.

**Step 7.** Enter your email address and the password you just created.

**Step 8.** You will be prompted to enter the amount of your gift and select the frequency of your gift (i.e. One time gift, weekly, monthly, etc.). You can change the date on which the gifts begin as well. Once complete, click Next.

**Step 9.** You will be prompted to choose your method of payment. Note: If you choose “Link bank account” it may take Subsplash a day or two to verify your bank account.

**Step 10.** Fill out the payment information for the option you chose in step 8.

**Step 11.** You will be prompted to choose which budget fund you are giving to. In most cases you will give to the **General Budget**. However, if you are giving to a special fund such as the Lottie Moon Christmas Offering, select “**other**” and indicate which fund you are giving to.

**Step 12.** You will be given the option of adding an additional amount to your gift. This additional amount covers the processing fees associated with online giving. It should be noted that all online giving platforms have processing fees and Subsplash's are significantly less than our old online giving platform. In the long run, this small processing fee saves the church both time and money.

**Step 13.** Final Step. There is a button at the bottom of the screen to submit your payment. It should accurately indicate the amount and frequency of your gift. For example, if you are giving \$150 per month the button will say "Give monthly gift of \$150". Select this button to finalize your gift.