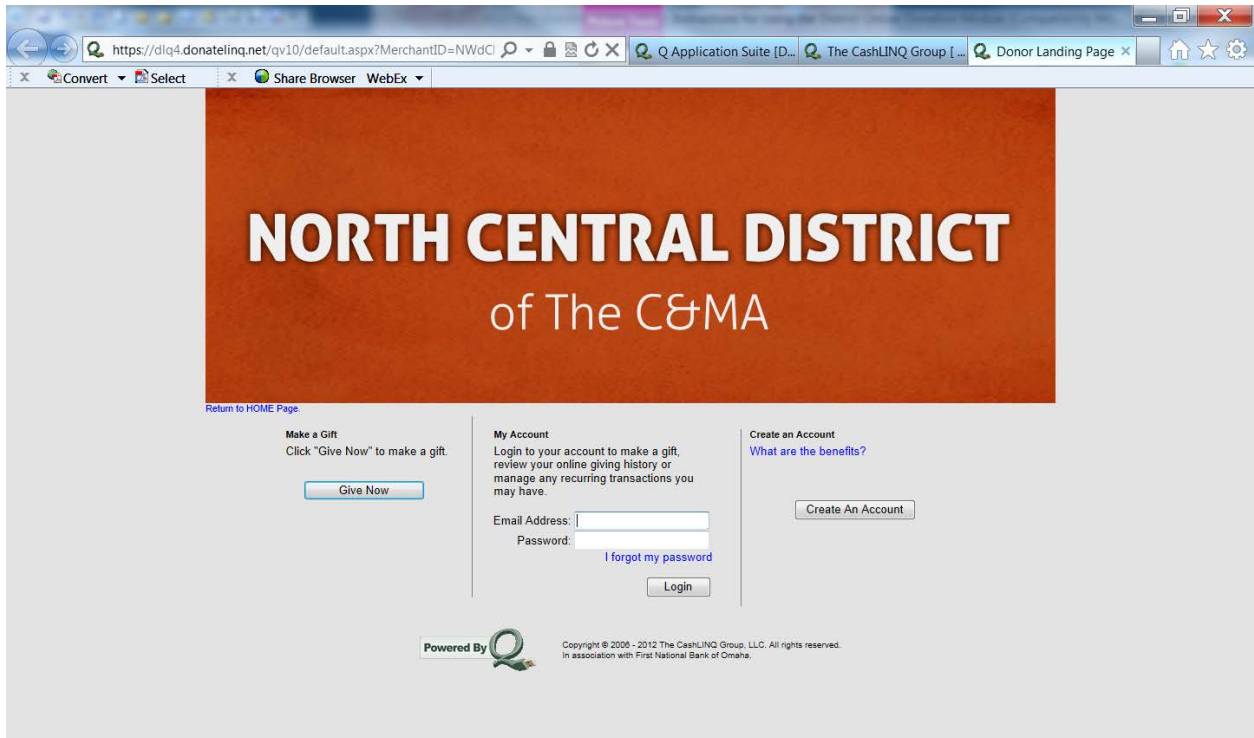




## Instructions for Using the North Central District's Online Donation Tool

**Step 1** – We suggest you establish an account by clicking on “Create an Account.”



Here you will enter an email address and password. Please follow the guidelines shared about your password. Remember to write down this information. This will allow you to make your monthly contributions without having to reenter your name, etc. each time. You can also set up a recurring transaction if you wish and review your online giving history.

**Step 2** – Login to My Account. Use the email address and password you set up under “Create An Account” here. This will fill in your contact information.

**Step 3** – Scroll down the page and click on down arrow under “Category and Funds” to choose which area your funds will be credited to. Options include the following:

- Church Big Sandy Camp Donation
- Official Worker Big Sandy Camp Donation
- Church District Operating Budget Donation
- Official Worker District Operating Budget Donation

You will select one of the above categories and then need to enter the dollar amount next to the selection. Please include dollars and cents – i.e \$25.67.

Then click the “ADD” button below.

If you have more than one area to make a contribution you can “Select Another” area to make a contribution.

**Step 4** – You can now choose to either run this transaction on a future date or make it a recurring transaction. Click on either option under “Additional Options.”

**Step 5** – You will need to choose a “Payment Method.” Two options are available, credit card or electronic check.

**Step 6** – Please use the “Comments” section to share any notes to the staff at the District Office. Specifically, we would appreciate you putting the name of the official worker for whose credit a contribution is specified for.

**THANK YOU for your support of the North Central District of The C&MA’s Ministries!**