

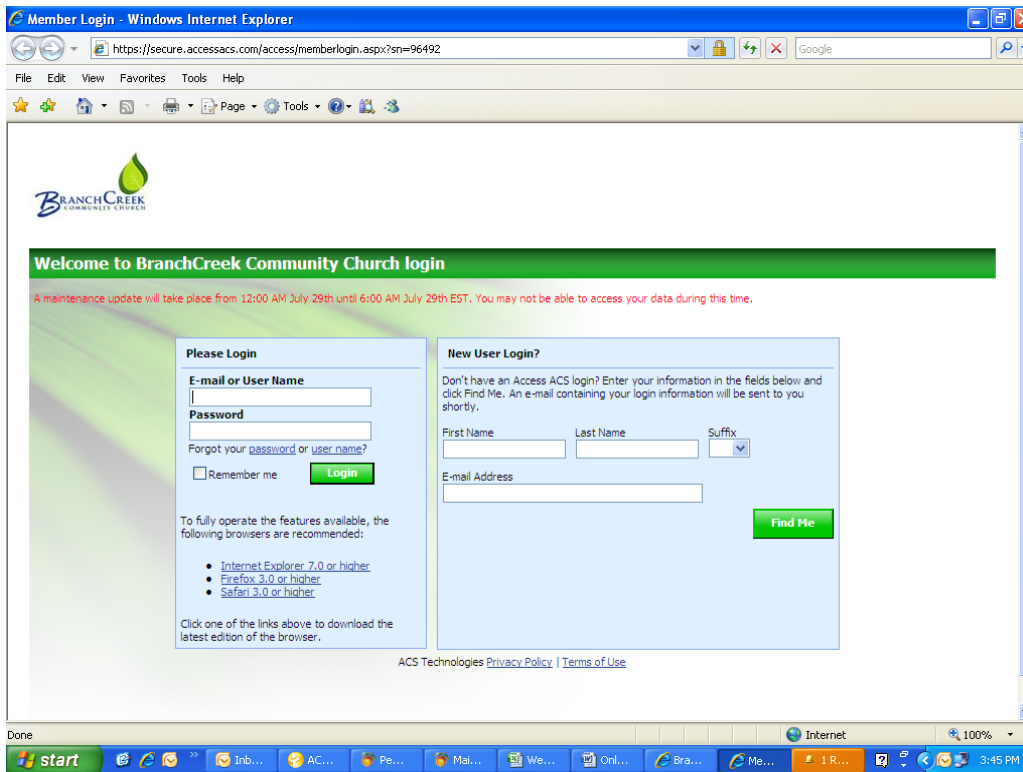
Online Giving & Automatic Contributions Instructions

Online Giving Instructions

(See below for Automatic Contributions Instructions.)

1. Log into Access ACS by clicking on the following link, <https://secure.accessacs.com/access/memberlogin.aspx?sn=96492>, or by going to Our Family/Login on the BranchCreek web site (www.branchcreek.org).

Note: New users should complete the information on the right. An email will be sent to you within 24 hours which will include your login information.



- Once you're logged into the system, click on the "Give Now" button on the home page or click on "Giving" on the menu bar.



- On the next page, select the fund you want to contribute to in the drop-down under "Give To." The list defaults to "Regular Giving," but the most common funds are also available for selection. (If you do not see a fund you want to contribute to, please let the Finance office know and it can be added.)

Enter New Contribution

Fund Name	Gift Amount	Note	Recurring	Actions
Total	\$0.00			

Give To: .Regular Giving (dropdown) Amount: [] Optional Memo: [] Recurring:

Add

- In the "Amount" field, enter the dollar amount you want to contribute to that fund, including cents.
- Leave the "Optional Memo" field blank.
- For a one-time contribution, leave the "Recurring" check box blank.
- Click the "Add" button. The fund and the amount you just entered will appear along with a Total for the contribution.

Enter New Contribution **Fund you've added. Total below.**

Fund Name	Gift Amount	Note	Recurring	Actions
.Regular Giving	\$100.00		Yes	
Total	\$100.00			

Give To: .Regular Giving (dropdown) Amount: [] Optional Memo: [] Recurring:

Add

You must click **Give** to commit the contributions listed above.

[How Recurring Giving Works](#)

Give

8. Repeat steps 3 – 7 to add additional funds and amounts to your one-time contribution. The “Total” will update as you add additional funds and amounts.
9. Once you’ve entered all the funds and amounts you want to contribute, confirm the “Total” and then click on the “Give” button.
10. On the next screen, enter your personal information. Then click on the button next to the correct “Payment Type.” You may make a contribution using Visa, MasterCard, Discover, or electronic check (image of a check).

Credit Card Entry

Amount \$100.00
Due:

Name On Card:

Billing Address:


City:

State:

Postal Code:

Phone Number:

E-mail Address:

Payment Type:    

Card Number:

Expiration:

Bank Account Entry

Amount \$100.00
Due:

Name On Card:

Billing Address:





City:

State:

Postal Code:

Phone Number:

E-mail Address:

Payment Type:    

Routing (ABA) Number:

Account Number:

11. Enter your credit card or bank account information and click on the “Submit Payment” button.

Congratulations! You’re all done!

Automatic Contributions Instructions

Please Note: Automatic contributions (recurring contributions) will begin on the day of the week and date you set up the automatic contribution. (You'll notice the "Starting" date field cannot be updated.) So, if the day of the week or the starting date that the contribution is taken matters, please set up the automatic contribution on that day of the week and/or that date. For example, if you get paid every other Friday and want the contribution to come out on the following Sunday, you will need to set up your automatic contributions on a Sunday following a pay day. Please contact the Finance office if you have questions about this.

1. Log into Access ACS by clicking on the following link, <https://secure.accessacs.com/access/memberlogin.aspx?sn=96492>, or by going to Our Family/Login on the BranchCreek web site (www.branchcreek.org).

Note: New users should complete the information on the right. An email will be sent to you within 24 hours which will include your login information.

Member Login - Windows Internet Explorer

https://secure.accessacs.com/access/memberlogin.aspx?sn=96492

File Edit View Favorites Tools Help

BranchCreek Community Church

Welcome to BranchCreek Community Church login

A maintenance update will take place from 12:00 AM July 29th until 6:00 AM July 29th EST. You may not be able to access your data during this time.

Please Login

E-mail or User Name
Password
Forgot your password or user name?
 Remember me **Login**

To fully operate the features available, the following browsers are recommended:

- [Internet Explorer 7.0 or higher](#)
- [Firefox 3.0 or higher](#)
- [Safari 3.0 or higher](#)

Click one of the links above to download the latest edition of the browser.

New User Login?

Don't have an Access ACS login? Enter your information in the fields below and click Find Me. An e-mail containing your login information will be sent to you shortly.

First Name Last Name Suffix
E-mail Address **Find Me**

ACS Technologies [Privacy Policy](#) | [Terms of Use](#)

start In... AC... Pe... Ma... We... On... Bra... Me... 1 R... 3:45 PM

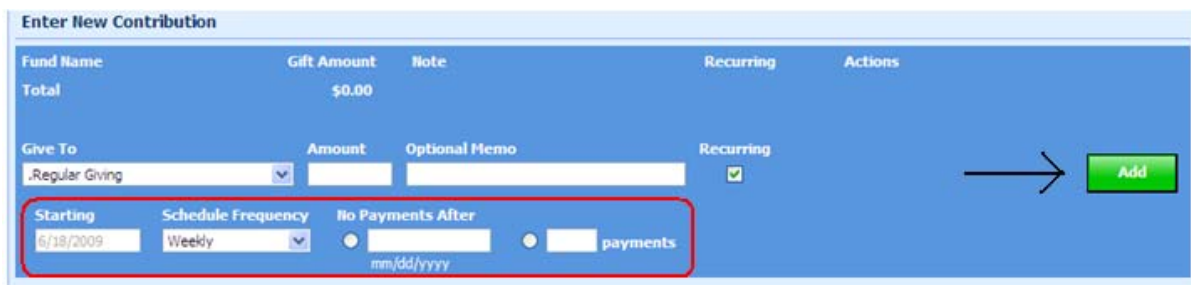
- Once you're logged into the system, click on the "Give Now" button on the home page or click on "Giving" on the menu bar.



- On the next page, select the fund you want to contribute to in the drop-down under "Give To." The list defaults to "Regular Giving," but the most common funds are also available for selection. (If you do not see a fund you want to contribute to, please let the Finance office know and it can be added.)



- In the "Amount" field, enter the dollar amount you want to contribute to that fund, including cents.
- Leave the "Optional Memo" field blank.
- Click on the "Recurring" check box. Recurring payment options will appear.



- Under "Schedule Frequency," select how often you want the recurring contribution to be given.
- Under "No Payments After," simply enter a date when you want the last contribution to be given. As an alternative, you may enter the number of times you want the contribution to be given before it stops. If you want it to continue indefinitely, simply enter 01/01/2019 in the date field.

- Click the “Add” button. The fund and the amount you just entered will appear along with a Total for the contribution.

Enter New Contribution *Fund you've added. Total below.*

Fund Name	Gift Amount	Note	Recurring	Actions
.Regular Giving	\$100.00		Yes	
Total		\$100.00		

Give To: .Regular Giving | Amount: | Optional Memo: | Recurring:

You must click **Give** to commit the contributions listed above.

[How Recurring Giving Works](#)

- Repeat steps 3 – 9 to add additional funds and amounts to your recurring contribution. The “Total” will update as you add additional funds and amounts.
- Once you’ve entered all the funds and amounts you want to contribute, confirm the “Total” and then click on the “Give” button.
- On the next screen, enter your personal information. Then click on the button next to the correct “Payment Type.” You may make a contribution using Visa, MasterCard, Discover, or electronic check (image of a check).

Credit Card Entry

Amount \$100.00
Due:

Name On Card:

Billing Address:

City:

State:

Postal Code:

Phone Number:

E-mail Address:

Payment Type: VISA MasterCard DISCOVER

Card Number:

Expiration:

Bank Account Entry

Amount \$100.00
Due:

Name On Card:

Billing Address:

City:

State:

Postal Code:

Phone Number:

E-mail Address:

Payment Type: VISA MasterCard DISCOVER

Routing (ABA) Number:

Account Number:

13. Enter your credit card or bank account information and click on the “Submit Payment” button.

Congratulations! You’re all done!