

# Online Giving and Member Access Instructions

1. To register for member access, the church must have your current email address in the database. **If the church already has your email address, please go to step 2 below.** If you are unsure if the church has your current email address, please complete the form at the bottom of the [Online Giving and Member Access page on the website](#) and click the Submit Form button. Once your email is in the database (please allow 48 hours to process), you will receive an email with your user name, temporary password, and a link to log in. You are now registered, so please go to step 5.

## EMAIL ADDRESS UPDATE FORM

Name

Mailing Address

Email Address

Phone No.

Submit Form

Reset Form

2. Register for your account login by following the **Member Login** link on the left side of the [Online Giving and Member Access page](#) on the First Baptist website.



> Online Giving Home

> Member Login

> Frequently Asked Questions

## ONLINE GIVING

### Online Giving

First Baptist Church has created your account and ba

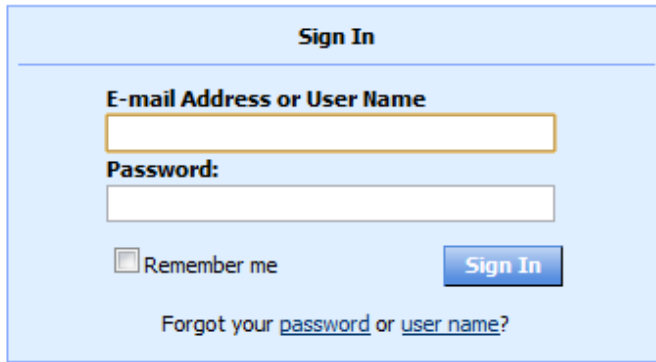
### Member Access

You will be able to r by using the membe confidential.

3. Click where indicated at “Need a login?” and complete the Account Sign Up section and click on the Find Me button.

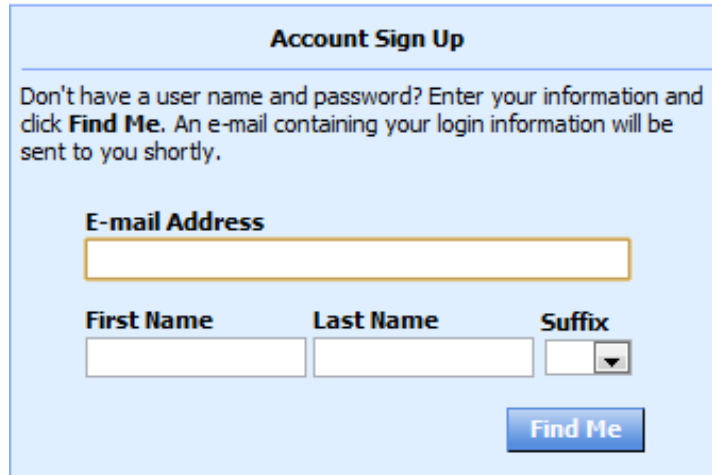
You will receive by email your user name, temporary password, and a link to log in.

If you see the error message “We were unable to locate a record matching the information you provided” after clicking the Find Me button, the information you entered doesn’t match the information in the church database. This can happen when you use an informal name (i.e. Jim), but your name is James in the database. If you are unable to log in with either your formal or informal name, please email [sbrewington@fbchtn.org](mailto:sbrewington@fbchtn.org) with your full name, address and email address, and she will register you (please allow 48 hours to process). You will receive by email your user name, temporary password, and a link to log in.



The image shows a "Sign In" form with a light blue background. At the top, it says "Sign In". Below that, there are two input fields: "E-mail Address or User Name" and "Password:". Below the password field is a checkbox labeled "Remember me" and a blue button labeled "Sign In". At the bottom, there is a link that says "Forgot your password or user name?"

**Need a login? [Click here](#)**



The image shows an "Account Sign Up" form with a light blue background. At the top, it says "Account Sign Up". Below that, there is a paragraph of text: "Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly." Below the text are four input fields: "E-mail Address", "First Name", "Last Name", and "Suffix". The "Suffix" field is a dropdown menu. At the bottom right, there is a blue button labeled "Find Me".

4. Once you are registered, you can log in and access your personal record, view your contributions and set up online giving.

Click on the **Member Login** link on the left side of the Online Giving and Member Access page on the First Baptist website.



## ONLINE GIV

### Online Giving

First Baptist Church i have created your a monthly online givin your account and ba

### Member Access

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> Online Giving Home

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5. On the Welcome to First Baptist Church sign in page, you may sign in with either your e-mail address or user name, type your password and click on the Sign In button.

6. On the Overview (under Home on the menu) page, you can view your information from our church database by clicking on the My Complete Profile link in the I Want to View section.

[Home](#) [Groups](#) [Calendar](#) [Giving](#)

**I Want to View...**

[Available Small Groups](#) [My Complete Profile](#)  
[My Giving History](#)

When viewing your profile, if there is anything that needs correcting on your record, click either the edit button or pencil icon. After making the necessary changes, click on the Submit button to submit your change request.

**My Calendar** Monday, October 31, 2011

<< Previous Next >>

October 2011							November 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31	1	2	3	4	5	4	5	6	7	8	9	10

**Changes are not applied to records until they are approved.**

**My Giving Summary**

2011 Year to Date Giving \$4,467.00

[My Giving History](#) [Manage Scheduled Giving](#) **Give Now**

You can also view your giving history by clicking on the My Giving History link in the I Want to View section or the My Giving Summary section.

7. To set up online giving, on the home page click the Give Now button under the My Giving Summary section.

**My Giving Summary**

2011 Year to Date Giving \$4,467.00

[My Giving History](#) [Manage Scheduled Giving](#) **Give Now**

8. You will be guided through steps 1-4 to complete your online gift. You must perform each step to complete the online giving process.

You can give one time or set up a recurring gift. When you set up a recurring gift, you will need to choose the recurrence pattern and the day of the week or day of the month you want to give, and when you want to stop giving (either stop on a date, or after a set number of occurrences). **If you set up a recurring gift, be sure to mark on your calendar when the recurring gift is set to stop so that you can set up a new recurring gift when the old one ends (see step #10).**


Click the Continue button to continue through steps 2-4. When choosing funds, you can apply the entirety of the gift to one fund or divide the gift up among several funds. Payment methods can be credit cards or electronic checks. You can add a new payment method if you do not see the one you want to use.



9. When you are finished viewing/updating your record or entering a gift, just click on the Sign Out link in the upper right of the screen.

Gift	Funds	Payment Method	Review & Process
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
How much would you like to give? ex: 50.00 <input type="text"/>			
How often would you like to give? <input type="radio"/> One Time <input checked="" type="radio"/> Recurring			
Which recurrence pattern do you prefer? <input checked="" type="radio"/> Weekly <a href="#">How Recurring Giving Works</a>			
<input type="radio"/> Every 2 Weeks			
<input type="radio"/> Monthly			
<input type="radio"/> Every 3 Months			
<input type="radio"/> Twice a Month			
On which day do you want to give? <input type="text" value="Tuesday"/>			
When would you like to start giving? <input type="text" value="9/13/2011"/>			
When would you like to stop giving? <input checked="" type="radio"/> End after: <input type="text"/> occurrences			
<input type="radio"/> End by: <input type="text"/>			

[Report a Problem](#) [Help](#) [Sign Out](#)



10. To edit a recurring gift or deactivate one, after logging into Member Access, click on the Manage Scheduled Giving link under My Giving Summary on the home page, click **Edit**  for the gift you want to edit. Make the necessary changes and click Update.

To deactivate a recurring gift on the Manage Scheduled Giving list click the Deactivate  button for the gift you want to deactivate. This places the recurring gift in the Giving Schedules – On Hold section. To delete the recurring gift, in the Giving Schedules – On Hold section, click Delete .



My Giving Summary	
2011 Year to Date Giving	\$4,467.00
<a href="#">My Giving History</a>	<a href="#">Give Now</a>
<a href="#">Manage Scheduled Giving</a>	

You can easily return to Member Access to review your record or give online by saving this link in your web browser: <https://secure.accessacs.com/access/memberlogin.aspx?sn=93423>.