

Instructions for online giving in CCB

- Login to CCB
- Choose “GIVE” from the purple Main Menu Tabs

One-time Gift

- Choose “One-time gift—Checking Account or Bank/credit card”
- Enter the transaction details
 - Dollar amount
 - Donation account (General Offering-2011, New Building Offering)
 - Verify your billing information
 - Bank routing number & checking account number or credit card information
 - Check the box for Authorization Confirmation and “Submit”

Once you “submit” a confirmation page will appear and you will receive an email from Bluepay, our merchant processing company.

Schedule a Repeating Gift

- Choose “Schedule a repeating gift—checking account”
Note: you can set up recurring donations using your debit/credit card, however, the transaction fees that LOC pays is much higher than for checking account (ACH) transactions.
- Enter the transaction details
 - Dollar amount
 - Donation account (General Offering-2011, New Building Offering)
 - Frequency of giving (Weekly, Every two weeks, Monthly, Quarterly, Annually)
 - Choose how long you want the gift to be made
 - Verify your billing information
 - Bank routing number & checking account number or credit card information
 - Check the box for Authorization Confirmation and “Submit”

Once you “submit” you will receive an email from Bluepay, our merchant processing company. The email will show \$0.00 for the transaction. This is the confirmation that your account information has been verified. You will also receive an email from Bluepay each time a schedule transaction occurs.

Additional items to note:

- If you wish to donate to more than one donation account, you need to repeat the process of “One-time Gift” or “Schedule a Repeating Gift”. Currently, CCB does not allow one donation amount to be split between two or more accounts.
- You can stop a repeating gift transaction at any time.
 - On the “Give” screen click “stop my repeating gifts” under “Actions” on the right side of the screen
 - or
 - On your profile “Financial” page, near the bottom you will see “My Repeating Gifts”. Click on the red stop sign to stop a transaction.
- If you need to make any kind of change to a repeating gift (change the amount, date, donation account), you need to stop the current transaction and set up a new one. CCB does not allow you to edit a transaction because your credit card/bank account information is not stored in CCB.