

## Instructions for Online Giving

Step 1: Click "Giving" Icon on the Top of the



Step 2: You will be presented the following page to enter the Amount, and the Frequency of Giving – One-time, Weekly, Monthly, Bi-Weekly, Semi-Monthly. Please enter the Offering Amount, and select the frequency and Click "Next"

A screenshot of the online giving form. At the top, there is a red banner with the text 'Please click here for instructions' on the right. Below the banner is a white box with the text 'Throne of Grace Ministries'. Underneath is a large input field for the amount, currently showing '\$ 0'. Below the amount field is a 'FREQUENCY' section with four radio button options: 'One-Time', 'Weekly', 'Monthly', and 'Every t'. The 'One-Time' option is selected. Below the frequency options is a text prompt: 'Enter a dollar amount to make a gift.' At the bottom of the form is a large orange button with the text 'NEXT'.

**Step 3: If you are First Time user to “Online Giving”, please click the “Sign Up” Link. If you are a returning user, please go to Step 10**

\$ 100

Email Address

Password

[Forgot Password?](#)

Don't have an account? [Sign Up](#)

  
SUBSPASH®

Login

**Step 4: Please enter your First Name, Last Name, email address and an eight digit password you could remember, and click “Next”**

\$ 100

First Name

Last Name

Email Address

Password

Have a Subsplash account? [Log In](#)

  
SUBSPASH®

By clicking next I agree to the [Terms of Use](#)

Next

**Step 5: You will be emailed a 4 digit code from “Subsplash Giving” to validate your email, please enter the code in your email here in the highlighted space below and click “Next”**

Verify Email 

\$ 100

Confirm your email by entering the code sent to

email@email.com

email|code

[Resend Code?](#)

Next

**Step 6: The Payment Methods page will be displayed to link either a Bank Account or Credit/Debit Card for this giving**

Payment Methods

 Link a Debit or Credit Card

 Link Bank Account

Cancel

**Step 7: If you prefer to give from your Credit or Debit Card, please click the button “Link a Debit or Credit Card”. VISA, MASTER, American Express and Discover cards are accepted.**

Link a Debit or Credit Card

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Card Number

MM  YY  CVC

**Step 8: If you prefer to give from your Bank Account, please click the button “Link Bank Account”.**

Link a Bank Account

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Name on Account

Routing Number

Account Number

ACCOUNT TYPE



Step 9: Now you can confirm the Amount, Frequency of giving, the Card/bank Info and Giving Fund. Once you confirm the details, click "Complete Gift". You will get an email confirmation with the Receipt for your giving.

Confirm Gift 

\$ 100

CARD INFO



GIFT INFO

FUND

General 

FREQUENCY

One-Time  Weekly  Monthly

One-Time gift of \$100 to the General Fund on [October 31, 2016](#)

Complete Gift

**Instructions for Returning Users:**

**Step 10: Enter your registered email address and your password.**

\$ 100

Email Address

Password

[Forgot Password?](#)

Don't have an account? [Sign Up](#)

 SUBSPASH\*

Login

**Step 11: You will see the Payment Method you have used in your previous giving, and you can review the details and click "Complete Gift". You will receive an email with the receipt for the giving. If you prefer to use a different payment method, you can click the arrow highlighted below to change.**

Confirm Gift 

\$ 100

CARD INFO

 ..... 1234 

GIFT INFO

FUND

General 

FREQUENCY

One-Time  Weekly  Month

One-Time gift of \$100 on October 31, 2016

Complete Gift

**Step 12: Here you can change the payment method, as appropriate.**

Payment Methods

Link a Debit or Credit Card

Link Bank Account

VISA ●●●● ●●●● ●●●● 1234

Cancel

**Step 13: Now you can confirm the Amount, Frequency of giving, the Card/bank Info and Giving Fund. Once you confirm the details, click "Complete Gift". You will get an email confirmation with the Receipt for your giving.**

Confirm Gift 

\$ 100

CARD INFO

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GIFT INFO

FUND

General 

FREQUENCY

One-Time  Weekly  Monthly

One-Time gift of \$100 to the General Fund on [October 31, 2016](#)

Complete Gift