

First United Methodist Church of Shelton



Online Giving User Guide

<https://umcshelton.org/online-giving/>

Steps – Details to Follow.

- Visit our Online Giving Web Page
- First Time Users - Create an Account with ChurchTrac
- First Time Users - Replace Temporary Passcode with a NEW personalized Passcode
- Login with your email address and new passcode
- Review your ChurchTrac Profile – Update as necessary
- Select Donation Method (Debit/Credit Card), ACH (Checking) or Text Message
- Provide necessary information required for each type of donation method
- Submit your donation

Questions? Contact the Finance Committee @
finance@umcshelton.org

Visit our Online Giving Web Page

Click on the following to visit the church's online giving web page, using your computer's browser:

<https://umcshelton.org/online-giving/>



Introducing our NEW Online Giving Program

Through a partnership with ChurchTrac, we are now able to introduce a secure method for accepting pledges and donations from our church members. Online Giving allows you to make contributions to our church without writing checks or worrying about cash donations. The ChurchTrac website provides a secure site that lets you set up automatic contributions and change the timing or the amount of your gift at any time.

You may make pledges and manage your contributions to the pledge amount, and you may make one-time donations to special causes, such as Easter and Christmas. We have made it possible to make your donations using Credit/Debits Cards, ACH (Direct from your Checking) and even Text Messages.

"As each one has received a gift, use it to serve one another as good stewards of God's varied grace." – 1 Peter 4:10

Reasons to sign up for Online Giving:

- No need to write checks or bring cash to church.
- Peace-of-mind knowing that the church is receiving your contribution even if you are unable to attend.
- More secure than checks.
- All contributions are recorded for you on your bank statement with the date of settlement.
- All contributions are matched with your account in our ChurchTrac Church Management Accounting software.

First Time Users - Create an Account with ChurchTrac

First time visitors to ChurchTrac are required to click on “Create an Account” and establish a passcode to the website.

Welcome to First United Methodist Church of Shelton!

First time here? [Create an account.](#)

Please sign in:

Your Email Address:

Your Passcode:

[Forgot your passcode? Click here.](#)

[Need help?](#)

Remember me on this device until I sign out [?](#)


Continue


First Time Users - Create an Account with ChurchTrac

Provide your email address,
acknowledge your not a robot
and click on Continue.

Your Email Address:

John.Doe@aol.com

 I'm not a robot


reCAPTCHA
Privacy - Terms

Continue

First Time Users - Create an Account with ChurchTrac

Within 5 minutes of providing your email address and clicking on Continue, you will receive your temporary passcode to continue.

Your Church Online Access



First United Methodist Church of Shelton <6f314ed4@churchtracmail.com>



4/1/2020 7:56 PM

To: John.Doe@aol.com

You will need to enter this passcode to access our online features: xxxxxxxx

This email was sent to xxxxx by First United Methodist Church of Shelton, 188 Rocky Rest Road, Shelton, CT 06484, 2039293537. If you no longer want to receive emails from us, you can [Unsubscribe](#). Additionally, please forward a copy of this email to abuse@churchtrac.com if you believe it to be spam or abusive.

First Time Users - Create an Account with ChurchTrac

Return to your browser with your temporary passcode and enter the passcode here.

- ✔ We just sent you a Passcode.
Check your email and enter your Passcode below.
Note: It may take several minutes for your Passcode to be delivered.
Be sure to check your spam or junk folders too.

Welcome to First United Methodist Church of Shelton!
First time here? [Create an account.](#)

Please sign in:

Your Email Address:

siorfino@aol.com

Your Passcode:


Your Passcode

[Forgot your passcode? Click here.](#)

[Need help?](#)

First Time Users - Replace Temporary Passcode with a NEW personalized Passcode

Next, you will be prompted to enter a NEW permanent passcode of your choosing.



Please change your passcode:

Your new passcode should contain upper and lowercase letters, numbers and symbols, and must be a minimum of 6 characters.

Type a New Passcode:

Re-Type your New Passcode:

Submit

Review your ChurchTrac Profile – Update as necessary

After successfully logging in with your new passcode, the first time only, you will next see your ChurchTrac profile maintained by the church office.

You may update the profile or report updates to the Finance Committee - finance@umcshelton.org

Use the fields below to edit your profile. Changes are saved automatically.

John Doe

Family Role

Spouse

Birthday

August

16

1961

Phone Numbers

Mobile:

xxx-xxx-xxxx

Make Primary

Work:

xxx-xxx-xxxx

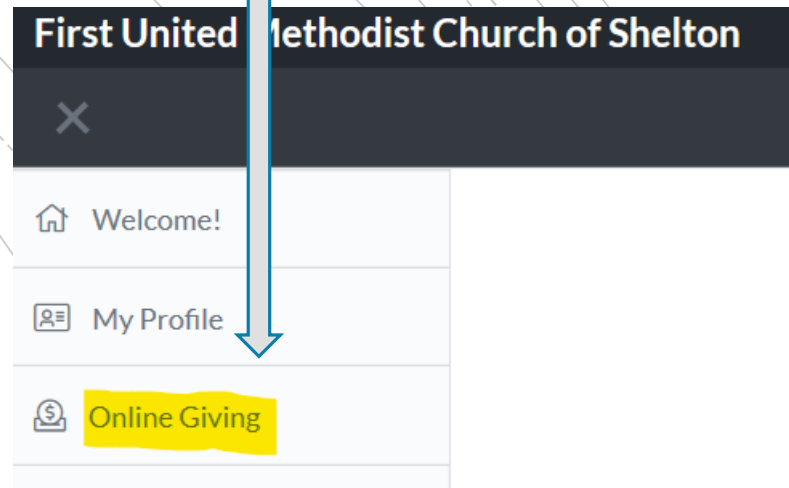
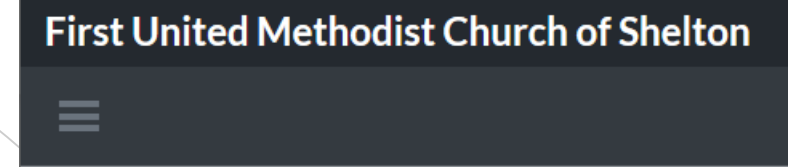
Make Primary

Add a New Phone Number

Select Donation Method (Debit/Credit Card),
ACH (Checking) or Text Message

After review of your ChurchTrac profile, it's now
time to decide your donation method and
contribution amount and frequency.

Click on the Hamburger Icon (3 lines) in the upper
left corner of your browser and select Online Giving.



Lowest Cost



Select Donation Method (Debit/Credit Card), ACH (Checking) or Text Message

1. Click one of the three column headings (we chose Credit/Debit for our example)
2. Choose a category – Gift or Pledges (choose a 2nd category if needed), then enter an Amount
3. Add a Memo or Message if necessary – (e.g. to identify a event such as Lent, etc.)
4. Check box to cover church fees (your choice)
5. Choose Frequency and click on Next

TIP: If you accidentally add an extra Category, you will need to add \$1.00 as it cannot be deleted at this time.

Choose a Category	Amount
Gift	25.00 USD
Pledges	25.00 USD
+ Add another entry	
50.00	

Would you like to add an additional 1.80 to cover your church's fees for processing your card?

Memo
Apply gift to Lent

Charge 50.00:

Once Every Week Every Other Week Every Month

[Manage Your Recurring Donations](#)

Next >

Select Donation Method (Debit/Credit Card), ACH (Checking) or Text Message

6. Enter and verify your Credit or Debit Card number
7. Enter your expiration date
8. Choose to securely save this card information for future use
9. Click on “Charge My Card \$\$\$” to complete the process.

You should receive an email confirmation from the First United Methodist Church within minutes of your donation request.

The screenshot shows a mobile application interface for selecting a donation method. At the top, there are three tabs: "Credit/Debit" (selected), "ACH/Checking", and "SMS/Text Giving". Below the tabs, there is a link to "Edit Amount and Recurring Options". The main section displays "Your Credit / Debit Card Number" as "1234 5678 903" with an expiration date of "05 / 20 2033". A checkbox labeled "Securely save this card for future use" is checked. At the bottom of the form, there is a blue button labeled "Charge My Card 2.36". The footer contains the copyright notice "Copyright © 2020 ChurchTrac Software, Inc."

Select Donation Method (Debit/Credit Card), ACH (Checking) or Text Message

This example screen shows what would be required to have the donation deducted from your ACH/Checking Account

This method, while as secure as other methods, requires a few days for the transaction to complete for the first time. See information in the information box for more details.

TIP: Lowest Cost Option

Online Giving

Credit/Debit ACH/Checking SMS/Text Giving

Note: After submitting your bank info (below), we will create two small deposits in your account. You will need to complete a one-time validation process by providing the amount of these two deposits before you can use this account for making a contribution. It may take a few days for these deposits to appear in your account.

Enter the Account Holder's Name:

Account Type:

You will need to enter the Routing Number, which can be found on the bottom left corner of your check. The Routing Number is typically 9 digits.

You will also need to enter your full Account Number which appears just to the right of the Routing Number. DO NOT include the Check Number.

Enter Your Routing Number:

Enter Your Account Number:

Select Donation Method (Debit/Credit Card), ACH (Checking) or Text Message

This example screen shows what would be required to have the donation placed from your Smart Devices (e.g. text capable phone, iPad, etc.)

Just as secure and much more convenient as it permits you to send donations from anywhere, at anytime. Even while attending service. The screens that follow are simple to understand and the donation will be deducted from your provided credit or debit card number.

Online Giving

Credit/Debit ACH/Checking SMS/Text Giving

i You can give instantly from your phone! To get started, enter your mobile phone number. After we validate your number and link it to your credit or debit card, you can simply text us the amount you wish to donate.
Note: This feature is currently only available in the United States.

Your Mobile Number:

(111) 222-3333

Enter your mobile phone number. Whenever you text us an amount from this number, we'll charge the credit or debit card you enter in the next step.

Validate Phone Number

First United Methodist Church of Shelton

This concludes our lesson on Online Giving with ChurchTrac. Please remember to log out of your browser or close your browser window.

For additional help, please direct an email to finance@umcshelton.org the message will be directed to Sue Clapp and the Finance Committee