

## Online Donations to the Reformed Presbyterian Church – Manassas

The online giving web site can be accessed in multiple ways:

1. Go to the RPC Manassas Page on the Continue to Give Web Site - [www.continuetogive.com/RPChurchManassas](http://www.continuetogive.com/RPChurchManassas)
2. From the Church Website – [www.rpchurchmanassas.org](http://www.rpchurchmanassas.org)
  - Click on the church bulletin icon where it says “Click Church Icon for Online Giving” in the middle of the bottom of the page.
3. From your smartphone
  - Text 4839464 to 715-803-4772
4. From your smartphone (if you have QR code reader capability) scan



Note: All means of accessing online giving take you to the same destination. ***This site is a secure encrypted site.***

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To make a donation:

1. Click on the red box labelled “Donate Now”
2. An option is given to Login or Register with e-mail. Do not select this option (i.e., proceed as a guest). An account is automatically created for you after you complete your initial donation.
3. Enter the amount of your donation in the box labelled “Amount”. *The church is charged an online transaction fee of ~4%. Please consider increasing your donation to cover some or all of this fee if you can afford to. For tax purposes you may report the **full amount** of your donation.*
4. In the dropdown menu labelled “Once or Recurring” select “Once” for a one-time donation or “Recurring” to set up a recurring donation. The one-time option is recommended as we gain experience with the system but when you are comfortable you can set up a recurring donation if you prefer.
5. Fill out the required information under “Billing Information”. Fields not listed below are optional.
  - a. Credit or Debit Card number
  - b. Expiration Date (done using drop downs)
  - c. Three-digit CVC code for your card
  - d. First Name
  - e. Last Name
  - f. E-mail address (**Important: Double check for accuracy!** This is where your receipt is mailed and becomes your Continue to Give account ID)
  - g. Postal Zip Code
6. Click on the red box labelled “Donate Now”
7. A box will come up affording you an opportunity to tip Continue to Give (our online donation service). Continue to Give is a Christian organization but any tipping is completely at your discretion. The church receives no record of whether you tip and tipping has no effect on your donation to the church.
8. You will get an acknowledgement that your donation was processed and receive a receipt at the e-mail address you provided (in step 5f). The e-mail that you receive after your *initial* online donation will contain a user-id (your e-mail address from step 5f) and password for your newly created Continue to Give account. You can use this account to login at [www.continuetogive.com](http://www.continuetogive.com) to manage recurring donations and to see reports summarizing your donations. Everyone will still receive a summary from the church at the end of the year showing all of your contributions including those done online.

This Guide Available Online at

<http://www.rpchurchmanassas.org/drupal/sites/default/files/OnlineGiveUserGuide%20Rev3.pdf>