



WORSHIP CHURCH

Introduction

Worship Ewing campus is changing Donation processing vendors.

These instructions outline how to cancel your current Giving account with the Elexio (PREVIOUS) donor platform and create a Giving account with the NEW vendor donor platform.

Instructions to cancel your recurring giving on our previous donation platform is on the bottom of this document.

Instructions to create a new Donation Account:

Step 1: Open up new Giving page

- Copy the URL for new Giving page in to your browser:
 - <https://coastalcares.coastalpay.com/company/EWINGCAMPUS/login>

The following page will display:

WORSHIP CHURCH

Login

Email

Password

[Forgot password?](#)

Login

Don't have a giving account? [Create One](#)

**Click here to create
a Giving account**

Step 2: Create an new Giving account

- Click on the Don't have a giving account? [Create One](#) link
- The following page will display:

WORSHIP CHURCH

[Login](#)

[Give Now](#)

Personal Details

Enter your name and email to create an account.

First name

Last name

Email

Password

Confirm Password

This field is required

[Create Account](#)

[Already Have An Account? Sign In](#)

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- Complete the form and click on the Create Button, and the following screen will appear.

WORSHIP CHURCH

Give Now History Recurring ACH

Donation Amount

\$0.00

Donation type

Give One Time Set Up Recurring

Frequency

EVERY WEEK EVERY 2 WEEKS EVERY MONTH

Starting

Sep 18, 2024

Cause

Tithe & Offering/Ewing

Organization Name (optional)

Organization Name

Next

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Step 3: Set up your account details and payment methods options:

Click on the down arrow in the upper right corner next to the Icon that has your first initial.

WORSHIP CHURCH

Give Now History Recurring ACH

Donation Amount

\$0.00

Donation type

Give One Time Set Up Recurring

Frequency

EVERY WEEK EVERY 2 WEEKS EVERY MONTH

Starting

Sep 17, 2024

Cause

Tithe & Offering/Ewing

Organization Name (optional)

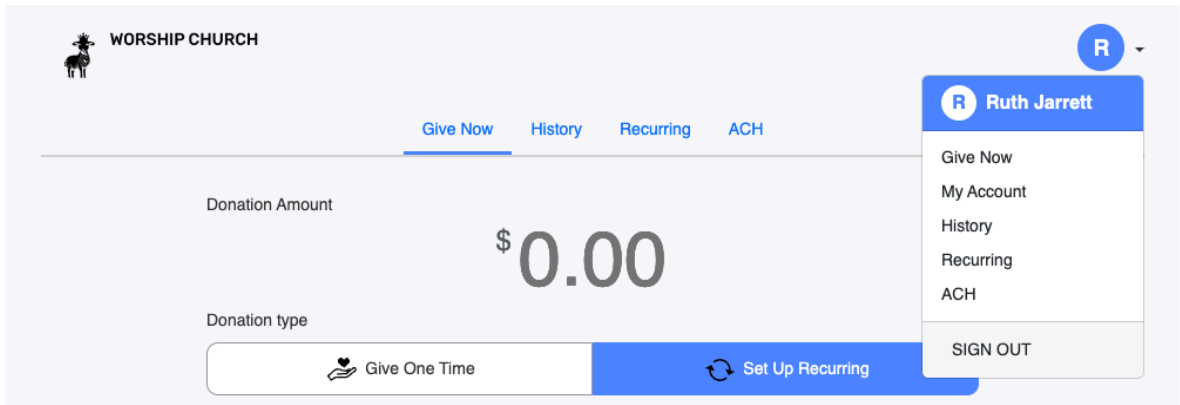
Organization Name

Next

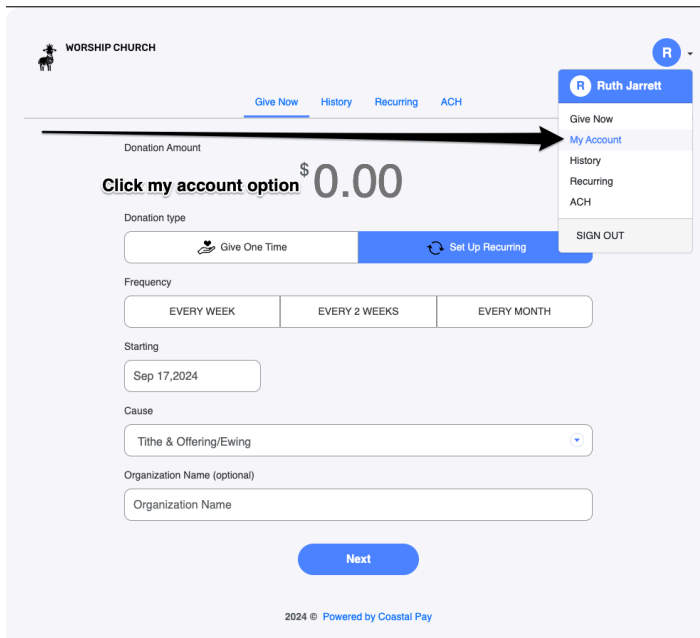
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Click the down arrow

When you click on the down arrow, the following page will appear:



Click on the My Account option:



When the My Account option is clicked, the following screen will appear:

WORSHIP CHURCH

Give Now History Recurring ACH

My Account

Payment Methods

Change Password

Name

Phone

Name

Phone

Email

Walter@gmail.com

Billing Address

Country

State

United States

California

City

Zip Code

SOUTH SAN FRANCISCO

94080-1507

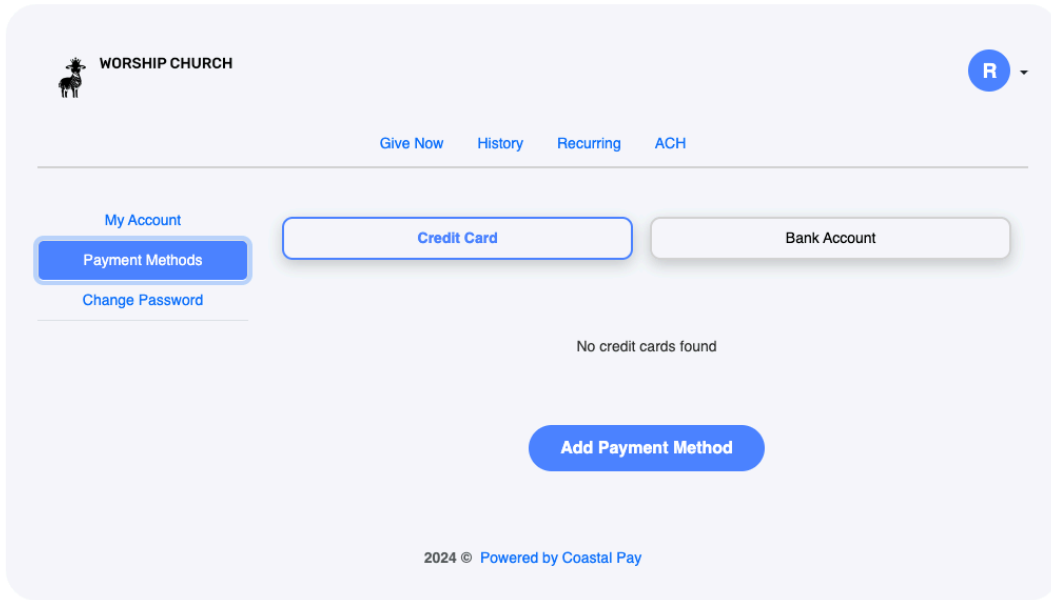
Save

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Complete the form and click the Save Button.

Step 4: Add a payment method

- Click on the add a Payment Method button on the left navigation bar, and choose a payment method. You can Give with a debit or credit card, or add a checking or savings account.
- Complete the form and hit save.
 - For address, use the Billing address associated with the payment method.

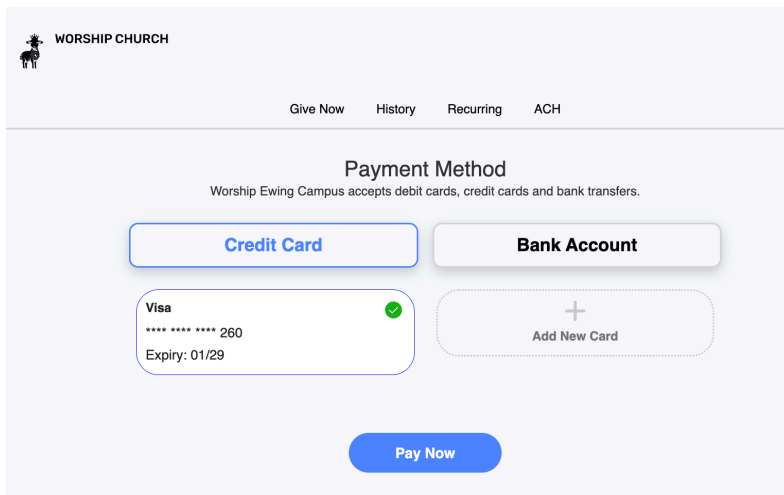


Step 5: Add a recurring payment

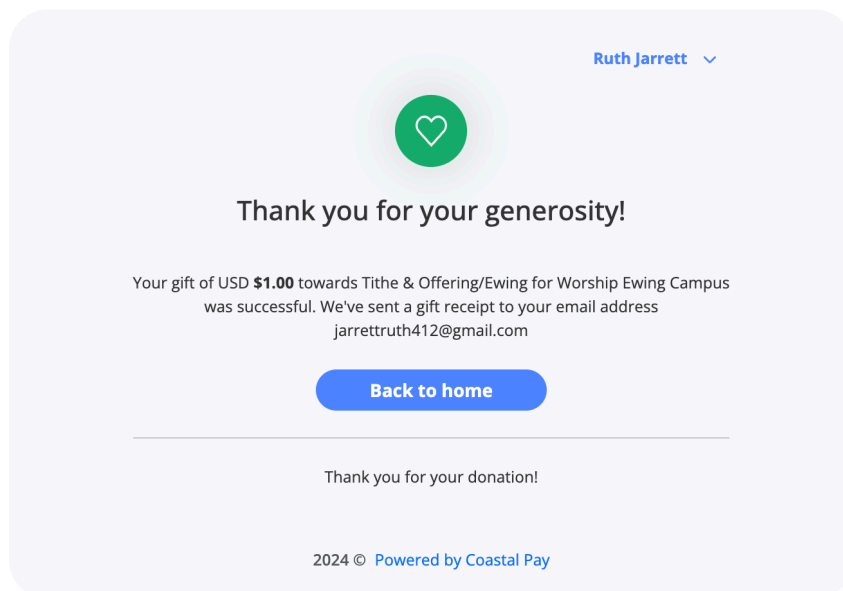
Add a recurring payment by clicking on the Give Now link on the horizontal navigation bar, and the following page will occur.

- Choose a Donation Amount.
- Choose Donation Type.

- Give One Time.
- Set Up Recurring.
- Choose a Giving Frequency Option.
 - Every Week.
 - Every 2 Weeks.
 - Every Month.
- Choose a Starting Date.
- Choose a Cause by hitting the down arrow within the Cause bar to display the options.
- Click on Next and Choose a Payment Method, and click on the Pay Now button.



The following message will display, and you will receive an email receipt to your address of record.



You are done!

CANCELING WITH THE PREVIOUS DONATION PLATFORM

Instructions to cancel recurring Donations with Elexio Giving Account:

Step 1: Open up the current Elexio Giving page and sign in.

- Click on the URL for the Giving page [Here](#).

The screenshot shows the Elexio Giving interface for Worship Church. At the top left is the church logo and name. Navigation links for 'Give Now' and 'Sign in' are in the top right. The main section is titled 'My Donation' and features two tabs: 'Recurring' and 'One-time', with 'One-time' being the active tab. Below the tabs are two input fields: a 'Fund' dropdown menu and a '\$ Amount' text input. A '+ Add Donation' button is located below these fields. A large, dark teal 'Submit!' button is centered at the bottom of the form area. At the very bottom, there is a footer with the text 'Online Giving powered by Elexio Giving' and a link for 'Need help?'.

Once signed in, the following page will appear:

The screenshot shows the 'My Donation' page for 'Worship Church'. At the top left is the church's logo and name. At the top right is a user profile icon labeled 'SA'. Below the header are three navigation tabs: 'Give Now', 'Scheduled', and 'History'. The main content area is titled 'My Donation' and features two tabs: 'Recurring' and 'One-time', with 'One-time' being the active tab. Below the tabs are two input fields: 'Fund' (a dropdown menu) and '\$ Amount' (a text input field). Below these fields is a '+ Add Donation' button. At the bottom center is a large teal 'Submit!' button. At the very bottom, it says 'Online Giving powered by Elexio Giving' with a 'Need help?' link.

Step 2: Cancel your recurring payment.

- Click on My Scheduled to view Scheduled Payments, and the following screen will appear:

The screenshot shows the 'Worship Church' online giving interface. At the top left is the church logo and name. In the top right, there is a user profile icon labeled 'SA'. Below the header are three navigation tabs: 'Give Now', 'Scheduled', and 'History'. A large black arrow points down to the 'Scheduled' tab. Below the tabs is a section titled 'Scheduled giving and payments' with a sub-header and a paragraph explaining processing fees. A list of scheduled payments is shown, with one entry highlighted in white. This entry is for '\$1.00 to Project/Proyecto' with a green 'Active' button. To the right of this entry are edit and delete icons. A black arrow points from the text 'Click here to delete Scheduled giving and payments' to the delete icon. Another black arrow points from the text 'Click this arrow to display your Recurring payments' to a checkmark icon in the top right of the list item. At the bottom of the page, it says 'Online Giving powered by Elexio Giving' and 'Need help?'.

Worship Church



Give Now **Scheduled** History

Scheduled giving and payments

If any recurring payment was selected on a form submission where a processing fee was applied or required, a processing fee will apply in addition to each scheduled amount.

\$1.00 Twice a Month to Project/Proyecto • Recurring ✓

🇺🇸 Visa x0260

\$1.00 to Project/Proyecto Active  

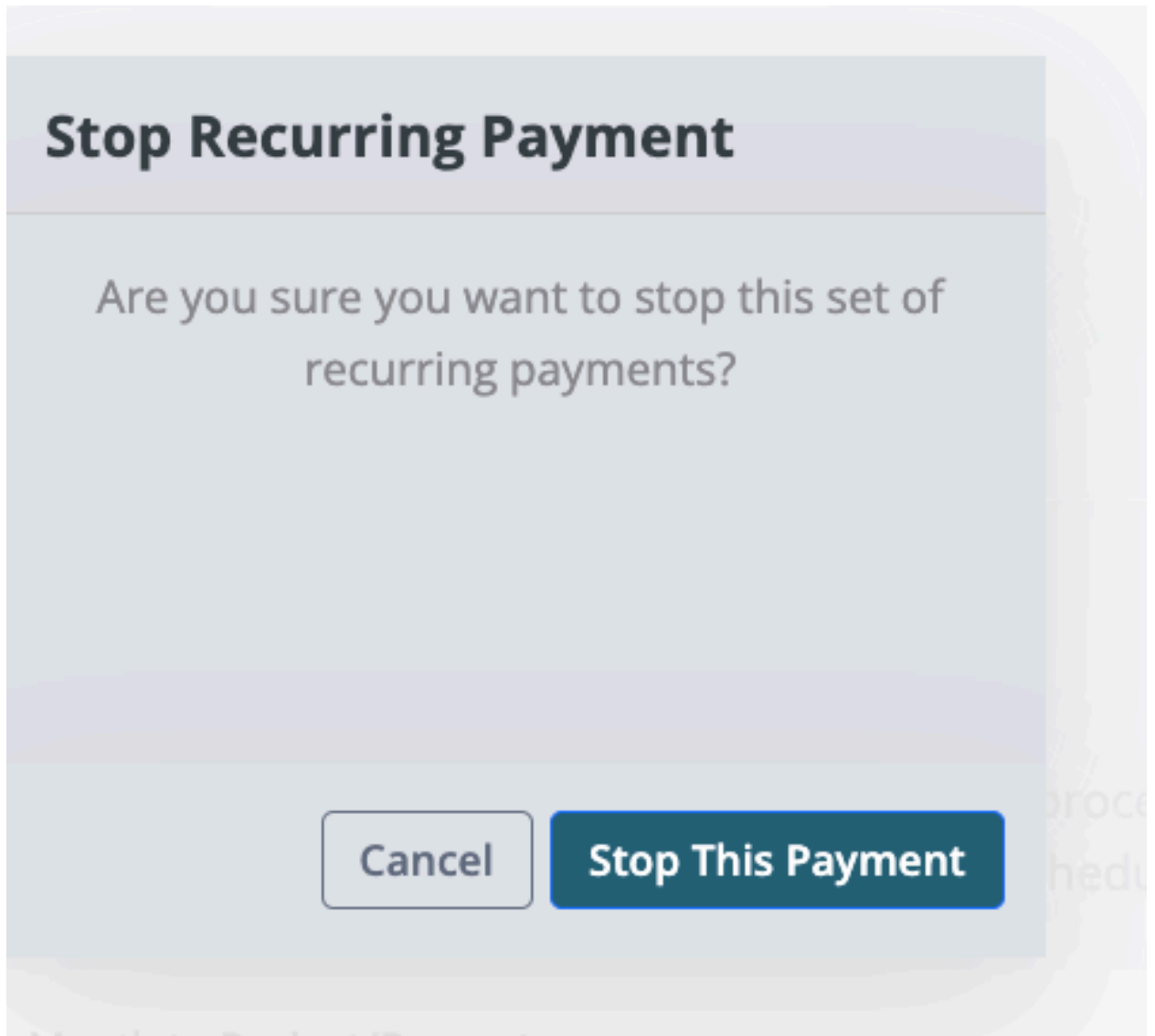
Started: 09/17/2024
Duration: Ongoing / No end date
Next gift: \$1.00 on 09/27/2024

Click this arrow to display your Recurring payments

Click here to delete Scheduled giving and payments

Online Giving powered by Elexio Giving
[Need help?](#)

- Delete Scheduled Payments and the following screen will appear.



- Click on the Stop Payment button.
- Log out, and log back in to confirm recurring payments are no longer scheduled.
- You're Done.