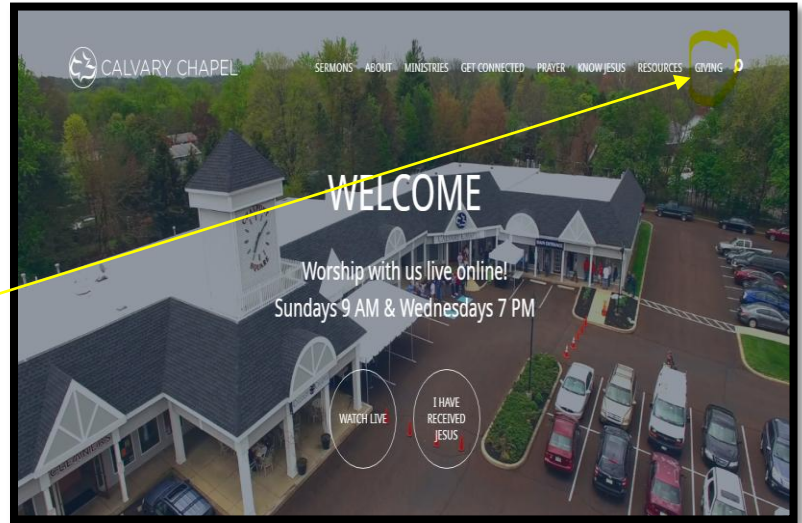


## Planning Center Online (PCO) Giving

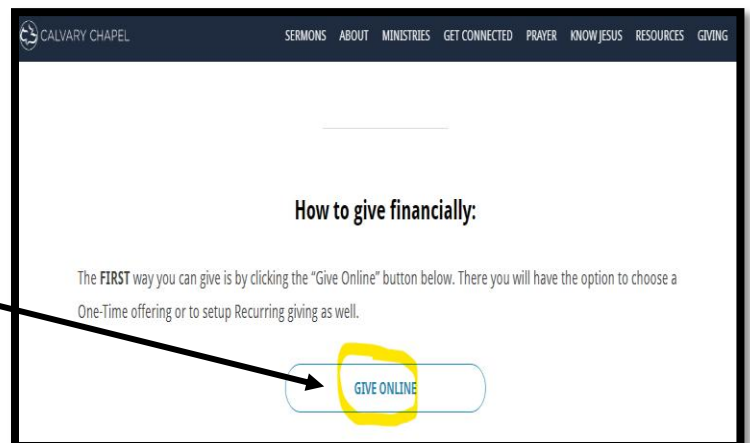
Click onto the following link to access the home page of the church website

[Calvary Chapel Central Bucks Website](#)

Then click onto **Giving** at the top right hand corner.



Scroll down to the “How to give financially” section of the page and click onto “GIVE ONLINE”.



Those who plan on setting up either re-occurring giving plans or want the payment methods (Credit Cards/Bank Accounts) saved in their profiles should **Log In** prior to submitting any on-line payments.

A screenshot of the 'Give' form on the website. The form includes a 'Give' section with a currency selector set to '\$ USD', a text input field for the amount, a dropdown menu for 'Tithes & Offerings', and a note: 'All funds are utilized to support the mission and ministries of Calvary Chapel.' There is a '+ Add donation' button. Below this is a 'Frequency' section with a dropdown menu set to 'One time'. At the bottom of the form, there is a 'Log In' link, which is circled in yellow. A black arrow points from the 'Log In' link to the 'Log In' link in the 'Give' form below.

## Planning Center Online (PCO) Giving

At this point you will be prompted to complete the authentication process - enter either your mobile phone or email address to receive a code number to be entered prior to continuing with the giving set up.

Click onto NEXT

CALVARY CHAPEL

To get started, enter your mobile number.  
We'll send you a code number you can use to log in.

888-555-1212

By continuing, you agree to Planning Center's Terms of Service and Privacy Policy.

Next

[Use email address instead](#)

Enter the code number provided and

Click onto NEXT

CALVARY CHAPEL

Please enter the six-digit code sent to 267-447-1212:

000000

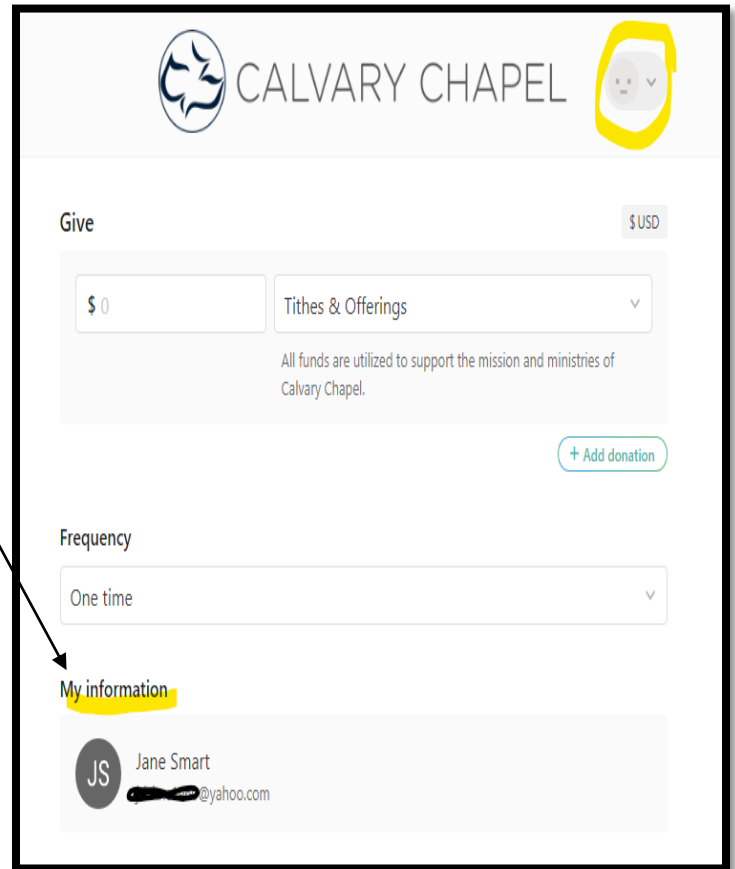
Next

[Edit mobile number](#) [Resend code](#)

## Planning Center Online (PCO) Giving

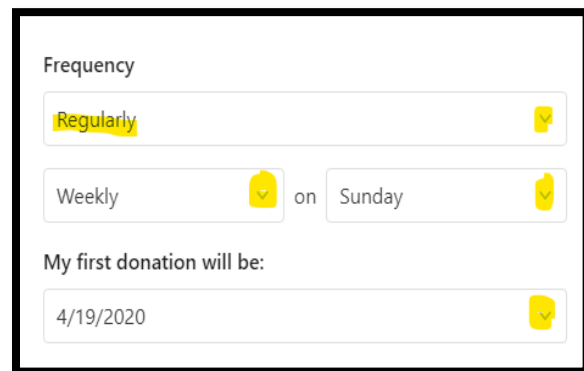
Upon completing the log in process You will immediately see your name and email address under the “My Information” section.

*(Please note if your mobile number or email is tied to multiple accounts you'll be presented with a list of them and ask to select the one which Giving should be tied to)*



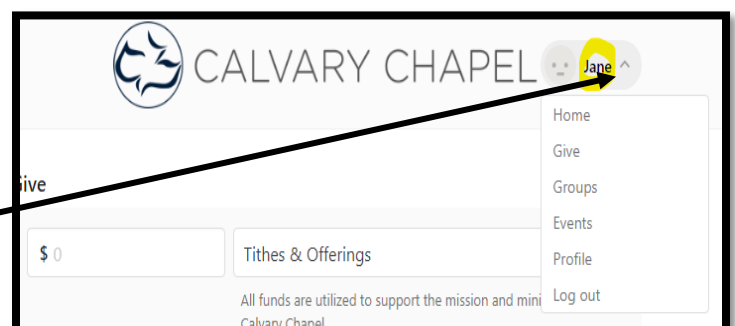
The screenshot shows the Calvary Chapel Giving interface. At the top is the Calvary Chapel logo and a user profile picture. Below the logo is a 'Give' section with a currency selector set to '\$ USD', a donation amount field showing '\$ 0', and a dropdown menu for 'Tithes & Offerings'. A note states: 'All funds are utilized to support the mission and ministries of Calvary Chapel.' There is a '+ Add donation' button. Below this is a 'Frequency' section with a dropdown menu set to 'One time'. At the bottom, the 'My information' section is highlighted in yellow, showing a profile picture with the initials 'JS' and the name 'Jane Smart' with an email address ending in '@yahoo.com'.

Enter the Giving amount – to set up reoccurring giving you'll need to change the frequency and then set frequency of giving.



This screenshot shows the frequency settings for giving. The 'Frequency' section has a dropdown menu set to 'Regularly'. Below this, there is a 'Weekly' option with a dropdown arrow, followed by 'on' and a dropdown menu set to 'Sunday'. At the bottom, the 'My first donation will be:' section has a date field set to '4/19/2020'.

Please note - you'll find access to PCO applications and your profile information via the drop down arrow next to profile picture.



This screenshot shows the user profile dropdown menu. The menu is open, showing options: 'Home', 'Give', 'Groups', 'Events', 'Profile', and 'Log out'. The user's name 'Jane' is visible next to the profile picture.

## Planning Center Online (PCO) Giving

At this stage choose the method of payment to be used.

*Please note when you give with a bank account the processing fees are lower then when you give with a credit card. How ever, the funds will take longer to get to your church (3/5 business days)*

### Donation via Credit/Debit Card

- 1) Enter your card number, expiration date, and CVC code.
- 2) If you plan on using this card in the future, check the box to save your card to your donor profile. You will then have your card information saved for future donations.
- 3) Check the box if you want to cover the processing fee for the donation.
- 4) Click *Give* to submit your donation.

### Donation via Bank Account

**When giving with a bank account for the first time:**

- 1) You will have to verify that you own the bank account.

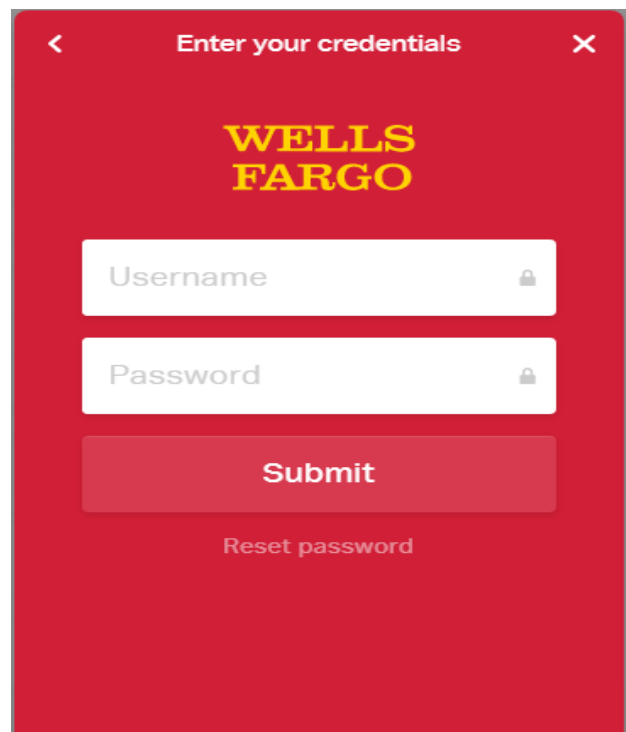
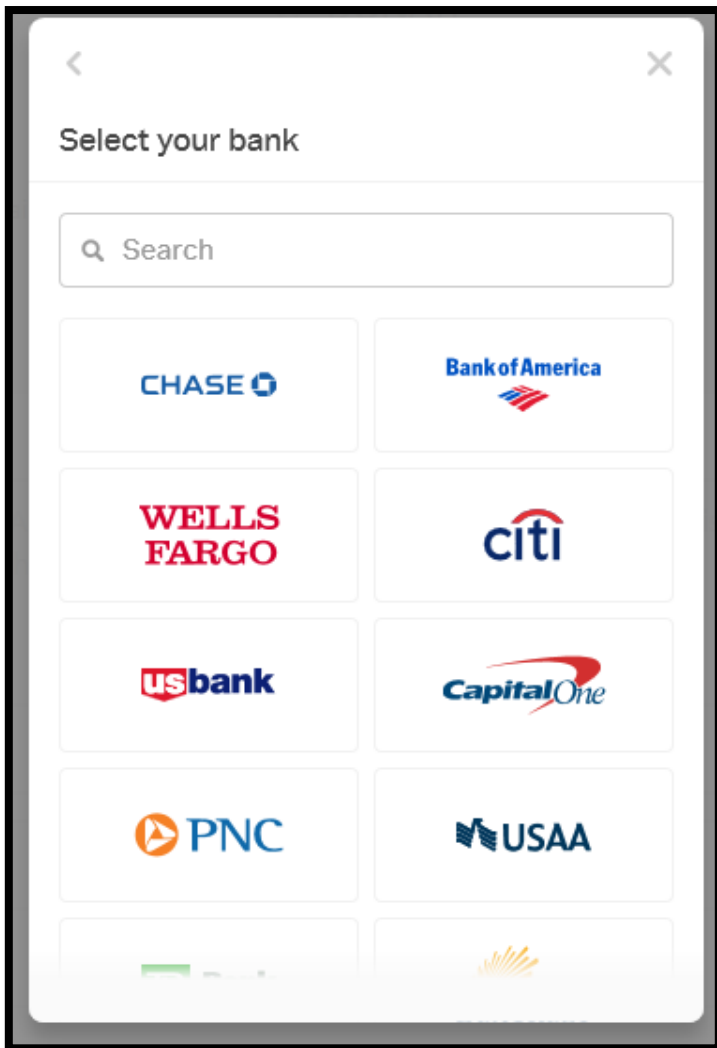
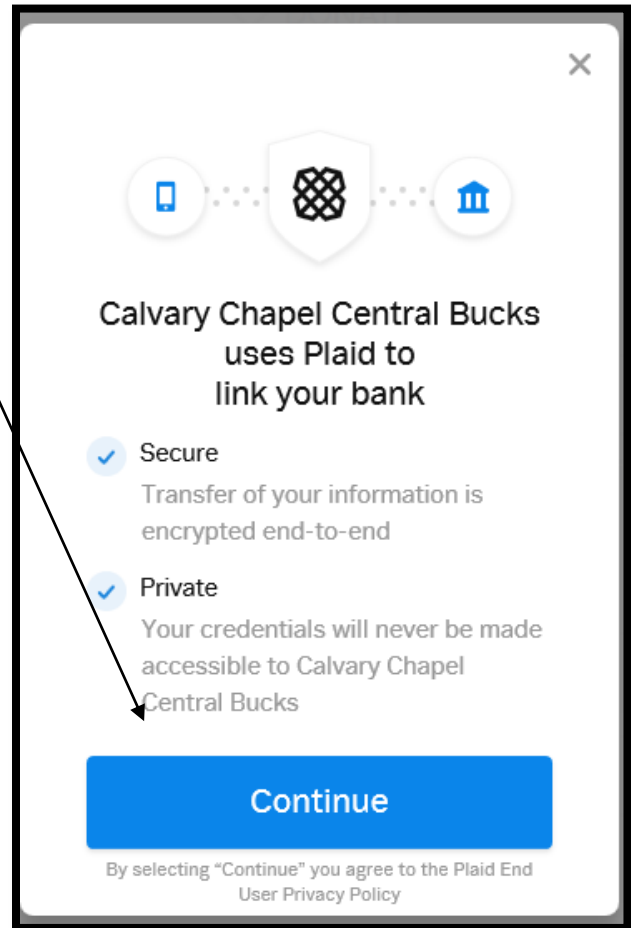
*(May take 3 to 5 business days depending on the method – automated or manual process is utilized.)*

- 2) Your account is saved to your donor profile so that you won't have to verify account ownership every time you give.

## Planning Center Online (PCO) Giving

### Step to instantly verify your account:

- 1) Click on continue after notice of the use of Plaid to link your bank is provided.
- 2) Select your bank or use search bar if not provided
- 3) See example – be prepared to log into your bank account to proceed with verification process.



## Planning Center Online (PCO) Giving

### Manually verify your account:


Verify that you own the bank account by providing your bank Routing number Account number.

*(This information can be found on your checks as provided below)*



Instructions to complete the process will be sent to you via email – once the verification is complete and the donation started you will be notified (see example below)

Select payment method

 Add bank account Cancel

To get started, we need to verify your bank account.

With this information, we'll initiate the process and send you instructions by email. After verification is completed you'll be able to donate with this bank account. **You will not be able to donate today.**

Account Holder: Jane Smart

Account Type: Individual

Routing Number: [Redacted]

Account Number: [Redacted]

[Start bank verification & email me instructions](#)

Payment information is TLS encrypted and stored at [Stripe](#) - a Level 1 PCI compliant payment processor. Bank verification powered by [Plaid](#).

