First Time Givers - (this may seem long but we just want to give you the details)
First click the button that says "Give Here"
Start filling in the information in the Giving Details section
Give – type in the amount you would like to give
To – Click where it says "Select a fund" and a drop down menu will appear
       Click which category you would like to give toward
       (General Fund is where we encourage our Tithes to go)
       If you choose Designated fund we ask that you type the description into the
       "optional memo" box located at the right of where you selected a fund
       If you would like to give some to one fund and some to another fund you can click
       the "add more" to the right of optional memo and it will add another line
Email Address – type this in
Click the "Continue" button
At this point choose if you would like to create an account or continue as guest
(If you are going to continue to give regularly on line for a while we recommend you create
an account; if it's just a one time gift click "continue as guest")
We are going to assume you are creating an account
*Confirm email – type this email address in again
Click Create Account
You'll notice in the "Giving Details" Section under your email a place was added to fill out
Frequency – Click where it says "One time" choose your option from the dropdown menu
On – type in the date you would like to give
At this point you need to decide how you would like to give
Click the little box "Save for future use" if you will continue to give regularly
Clicking that box will save your information so you do not have to type in your account
information each and every time you want to give online
When you click that box it will ask for an Account Nickname – name it the type of account
you want to use (ex. visa card or checking account or savings account)
***Remember that the information stored in here is safe – as a regular giver online (and have
been for years) I've never had one issue with fraud or identity theft using this system*
Account Type –click the "Credit/Debit Card" box and choose from the drop down menu
Then type in **ALL** of the necessary account information
Click "Give" at the bottom
At this point you need to check your email
-You should receive an **ACCOUNT SET UP** email telling you what your username is. It also
will give you a link to click on to set up your account.
-Click the word "here" and it will send you to the place you can enter a password. Follow
the directions because the password must have all the right parameters.
-Enter the password twice and click sign in.
       It will take you to a My Giving Summary page.
       The top left has a Home and Giving Tab
       This is the place where you can change your password if needed or add a new
       payment method or change giving dates.
You can browse around more on this page or click the Sign Out link at the top right.
-You should receive a **PAYMENT HAS BEEN RECEIVED** email

Next time you go to the giving link on the KBC website you will just need to enter your email and then it will ask for your password. When you go to give it will have saved your account information if you checked that box that said "Save for future use"
If you have any questions please call the church office and select the extension for Brandi Riggs, leave a detailed message and she will return your call as soon as possible.