



How to Change Payment Information

Thank you for your interest in giving online at Bridgeway! Our mission is to equip one another to bring the wholeness of Jesus to a broken world, and your giving supports that mission in all sorts of tangible ways. *Please follow these simple steps to change your payment information and/or method:*

- 1) Click the "Giving Account Login" Button**
- 2) Sign in to your account:**
- 3) Click on "YOUR GIVING"**
- 4) Click on "Schedules" (just below the Bridgeway logo)**
- 5) Click on your current giving schedule: ex. 1 st and 15 th of the month, every two weeks etc.**
- 6) On this page you will see Payment method on the right, choose "edit"**
- 7) From there you can change the account that the money is drafted from. Be sure and save the info.**



How to set up Online Giving

- 1) Click the "Giving Account Login" button.
- 2) Sign into your account using the Email & password that you previously set up
- 3) Once you are signed in you will see three choices on the screen:
Update Profile, Privacy Settings, and Giving
- 4) Click the "Giving" tab
- 5) Select one of these two options:
Give Now (for one time giving)
Scheduled Giving (to set up an automatic giving schedule)

"Give Now" Instructions:

- 1) Select the appropriate fund in the "Give To" field (General Giving Fund or Building Fund)
- 2) Enter the \$ Amount you wish to give
- 3) Enter the payment information (credit or debit card).
- 4) Review your payment.
- 5) Click the "Process Payment" button.

"Scheduled Giving" Instructions:

- 1) Select the appropriate fund in the "Give To" field (General Giving Fund or Building Fund)
- 2) Enter the amount you wish to give.
- 3) Enter how often you wish to give (Monthly, Twice a Month, Weekly, or Every Two Weeks).
- 4) Click the "Continue" button.
- 5) Enter the payment information (credit or debit card).
- 6) Click the "Save & Review" button.
Check the box " I understand....." and the "Process My Schedule" button to begin your scheduled giving.

Thank you for giving to what God is doing at Bridgeway! If you have any questions, please contact Michelle at meastman@bridgewaychristian.org.

