



## How to Create an Online Account

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 get your account started:*

**1) Click the "Giving Account Login" Button**

**2) Click "sign up" on the bottom right corner of the login page.**

**3) Complete the login information (enter your first & last name and email address, then create a password.) \*Note: If you have previously filled out a Welcome Card in a weekend service or a Kidsway Registration Card, be sure to use the same email address you used on that form. This will link your account with the database profile that was created when you turned in a Welcome Card or Kidsway Registration Card.**

**4) Check your email for an activation link. Click the "Activate Your Account" link within the email. This will send you to a page that asks for a little more information about you. After you have entered all the requested information, your account setup will be complete.**



# 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](mailto:meastman@bridgewaychristian.org).**

