

## How to Setup Recurring Online Giving to LiveOak Church

- 1) Open your browser to <https://www.liveoak-church.org/giving>
- 2) Click on the Give Online button on the left-hand side
- 3) Complete the online form as follows (a completed first page is shown below):
  - a. Enter the amount you want to give and in the drop down box, choose what this gift will be used for:
    - i. General Fund – this supports the day to day operations of LiveOak Church
    - ii. Relief Fund – this supports people in need during difficult times
    - iii. Building Fund – this helps us make our monthly mortgage payment
  - b. If you would like to make contributions to multiple funds, click the + Add Donation button and repeat step a for the second donation amount
  - c. In the frequency box, click the drop down to choose Regularly
  - d. The frequency defaults to Weekly, but you can click the drop down arrow and choose every other week, monthly or twice a month. We recommend monthly payments.
  - e. After choosing your frequency, select the day/date that you want the payment to be made. The payments take about 5 business days to deposit into our account, so we recommend setting the date for monthly gifts to be between the 1<sup>st</sup> and the 20<sup>th</sup>. This will ensure that the month you send the payment is the same month we receive it.
  - f. Select the date of your first payment in the next drop down box
  - g. Next, enter your email address and name, then click continue

Give \$ USD

\$ 250    General ✕

Fund the growth and ministry of LiveOak church. Contributions cover all expenses of the church (staff, programs, facilities, etc.)

\$ 100    Building ✕

Money in this fund is designated to pay the mortgage on our existing facilities.

Total: \$350 + Add donation

Frequency

Regularly ▼

Monthly ▼ on the 17th ▼

My first donation will be:

9/17/2020 ▼

Email

youname@gmail.com

Name

Your Name

[Continue](#)

- h. You will then need to perform the verification step to verify you are a real person
  - i. After verification, you will now see options to add a bank account or a debit/credit card for payment. There are no transaction fees to you for either type, but the amount of the fees to LiveOak are \$0.25 for a bank transfer and approximately 3% for a debit or credit card transfer.
    - i. When you click on bank account, it will present you with two options to verify that you own the bank account:
      - 1. If you click the Instantly verify your account button, you can prove you own the account by logging in through their system. This option is faster and we never see your login credentials, but we understand some people would rather not log into their bank account from another site, so you can also choose option 2
      - 2. Click the link to manually verify your account at which point you provide your routing and account numbers and the system will send you instructions via email to set up the link by verifying small deposits into your account. Note you will have to wait for the deposits to be made before you can finish the process (usually 2-3 days)
    - ii. If you would prefer to use your debit/credit card, please remember that 3% of the amount you donate will be deducted as a processing fee unless you check the box to cover the processing fee.
      - 1. Enter your card number, expiration date and CVC code (3 digit code on back of card or 4 digit code on front of card for AMEX)
  - j. Click the Start giving \$XXX button
- 4) This will create an account with churchcenteronline.com which will allow you to modify your recurring donation at any time in the future.
- 5) If you have any questions, please email [treasurer@liveoak-church.org](mailto:treasurer@liveoak-church.org)