

How to Setup Recurring Online Giving to LiveOak Church

- 1) Open your browser to <https://www.liveoak-church.org/>
- 2) Click on the Giving tab at the top right
- 3) Click on the Give Online button on the left hand side about 2/3 of the way down
- 4) Complete the first page of the online form as follows (a completed first page is shown on the next page):
 - a. In the first drop down box, choose what this gift will be used for:
 - i. General – this supports the day to day operations of LiveOak
 - ii. Building – this helps us make our monthly mortgage payment on Building 1 (Building 2 is 100% paid for)
 - b. In the amount box to the right, enter the amount that will be withdrawn for your recurring donation
 - c. If you would like to make a donation to both the general and building funds, you can click the Add Donation button and it will add a box for the other type of donation and you can enter a separate amount
 - d. In the occurrence box, click the drop down arrow to choose Regularly (this will cause 3 additional boxes to appear)
 - e. The next box defaults to Weekly, but you can click the drop down arrow and choose every other week, monthly or twice a month. We recommend monthly in an effort to help minimize the transaction fees paid by LiveOak (we pay \$0.25 per transfer for payments from checking accounts and 3% for credit cards, so making one monthly payment saves us approximately \$10 per family over the course of a year compared with weekly gifts)
 - f. After choosing your frequency, select the day/date that you want the payment to be made. The payments take about 3-5 business days to deposit into our account, so we recommend setting the date for monthly to gifts to be between the 1st and the 20th. This will ensure that the month you send the payment is the same month we receive it and keep your year end tax statement in line.
 - g. Select the date of your first payment in the next drop down box
 - h. Next, enter your email address and then click continue
 - i. New boxes will appear for you to enter your first and last name

♥ DONATE

GIVE:

Building \$ 100

Money in this fund is designated to pay the mortgage on our existing facilities. [REMOVE](#)

General \$ 100

LiveOak pays a small transaction fee for online giving. In an effort to help us minimize transaction fees on your gift, please consider setting up a recurring monthly gift rather than individual weekly gifts. Thank you! [REMOVE](#)

Total: \$200

OCCURRENCE:

Regularly

Monthly on the 5th

My first donation will be:

12/5/2017

EMAIL:

example@gmail.com

YOUR NAME:

LiveOak Example

Continue

- 5) At this point, at the bottom of the page you will see options to pay with an automatic withdrawal from your bank account or with a debit or credit card. There are no transaction fees to you for either type, but the amount of the fees to LiveOak is MUCH higher with debit/credit card than with bank transfer.
- a. When you click on bank account, it will present you with two options to verify that you own the bank account:

BANK ACCOUNT VERIFICATION

Thanks! Donating with a bank account helps us save on processing fees. There are two important things to know:

1. We'll need to verify this bank account using one of the two methods below.
2. ACH bank transfers are slower, and take 3-5 business days to complete.

SELECT A VERIFICATION METHOD

Bank login
This method is instant, but only available for larger bank institutions. >

Micro-deposit verification
Requires 3-5 business days to complete. **You can't setup this recurring donation today.** >

- i. With Bank login you can prove you own the account by logging in through their system. This option is faster, but we understand most people would rather choose option 2
 1. Click the button for your bank (only large banks are available for this option)
 2. Enter your username and password and then click Submit
- ii. Option 2 is micro-deposit verification which involves entering your routing number and account number for the transfer and then looking at your account in 2-3 days to see the amount of two small deposits that were made into your account (less than \$1.00 each). After you see the deposit amounts, you will come back to the giving site and enter the deposit amounts to prove you own the account (at which time they will withdraw the two small deposits). This is the safest option since you don't have to ever enter your bank account login information.
 1. Enter your name as it is listed on your bank account
 2. Choose whether it is an individual account or a company/business account
 3. Enter your routing number from your check (9 digits)
 4. Enter your account number (number of digits varies)
 5. Click the start bank verification button
 6. Check your email for the instructions on how to finish the process. You will have to wait for the deposits to be made before you can finish the process (usually 2-3 days)

BANK ACCOUNT VERIFICATION

Enter your account details to begin verification:

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.

ACCOUNT HOLDER

LiveOak Example

ACCOUNT TYPE

Individual

ROUTING NUMBER

|

ACCOUNT NUMBER

- b. 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.
 - i. 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)
 - ii. Click start giving button
- 6) You will create an account with churchcenteronline.com which will allow you to modify your recurring donation at any time in the future.
- 7) If you have any questions, please email treasurer@liveoak-church.org