



Detailed Online Giving Instructions

Before you can use online giving, you must create a PBC login using your email address and a password.

Step 1:

- **If you have already created a login at PBC, please skip to Step 2.**
- **If PBC does not have your email address**, you can log in by clicking here and then click the "Need a Login?" at the bottom of the login page. (See screen capture below). You will be issued a "Guest Login."

Once you have successfully created a guest login you will receive an email confirming your username and password. [In the future you can login using the username or email address. (See screen capture below).] Please do not lose this information! It will be required the next time you want to give online. Now you are ready to set up an online giving transaction.

- **If PBC already has your email address**, you can log in by clicking here and then click the "Need a Login?" at the bottom of the login page. (See screen capture below).

Once you have successfully created a login you will receive an email confirming your username and password. Please do not lose this information! It will be required the next time you want to login. [In the future you can login using the username or email address. (See screen capture below).]

Now you are ready to set up an online giving transaction. After you have created a PBC login, you will be automatically logged in and you can proceed to Step 2.

Step 2: Click on the "Giving" tab. Add Your Contribution Amounts by Category

You can give to multiple ministries with one transaction. To add a contribution, select the category from the "Give To" drop-down box, enter the amount of the contribution to that category, and then click the [Add] button. You will then be able to add another contribution before continuing to the payment screen by repeating the same process.

When you have entered all of your contributions, click the [GIVE] button

Step 3: Enter Your Payment Information

Enter your payment information as specified by the payment form. Select your payment type from the radio-button list at the bottom and enter the appropriate payment information.

Step 4: Submit Your Payment

When you have entered all the payment information correctly, press the [Submit Payment] button to complete your transaction.

If you have additional questions, please contact the church office at 703.978.8160 or by email churchadmin@parkwood.org

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