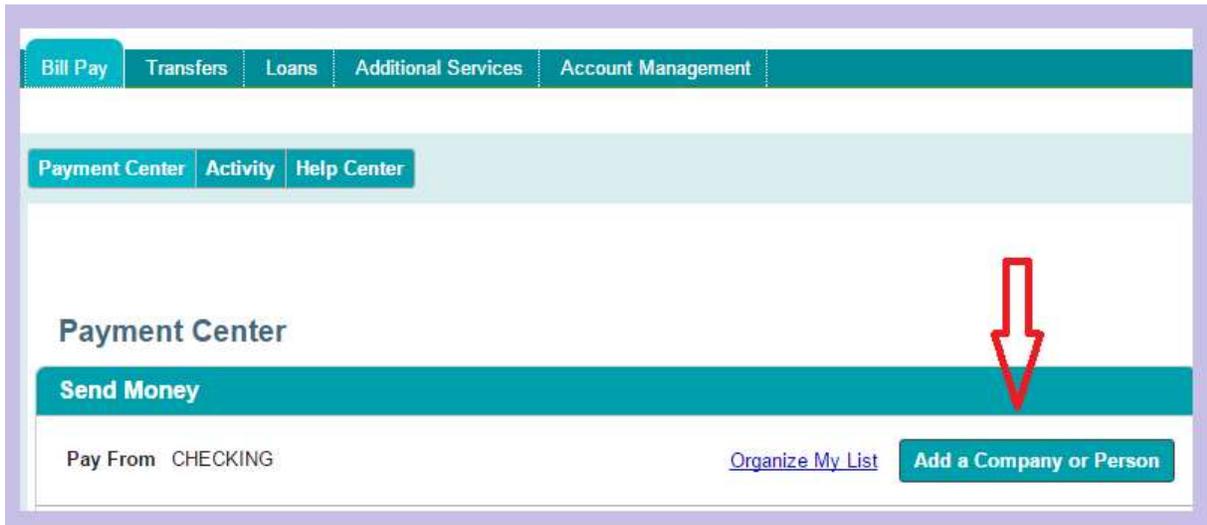


How to set up automatic payments through your online banking

Online bill payment is simple to set up, all you need is your basic checking account information. Though each bank's website will slightly differ the basic concept is the same for each. When you give this way the bank mails the church a check and does not charge you or the church anything. It's a great way to give!

You want to enroll in online banking with your bank using your ATM/debit card number, pin and account number. When you give online using a recurring payment you don't have to worry about forgetting your checkbook or being out of town. Setting up a recurring payment through your online bank account is pretty simple. Once you're using online banking, making payments and setting up recurring payments just takes a few steps.

1. Log onto your bank's website and go to the "Bill Pay" section



2. Enter "New Covenant Church of Atlanta" as a new payee. Some banks require you have an individual customer account number when adding a company as a payee. 'Individual' payees only require you have the address and sometimes phone number.

The screenshot shows a web form for adding a payee. It has two tabs: "Company" and "Person". The "Person" tab is selected. On the left side, there is a placeholder for a person's photo with the word "Person" below it. The form fields are as follows:

- First and Last Name:** New Covenant Church of Atlanta
- Nickname:** (empty)
- Address Line 1:** PO Box 98127
- Address Line 2:** (empty)
- City:** Atlanta
- State:** GA
- ZIP Code:** 30359
- Phone Number:** 404 929 1400
- Mobile Number (Optional):** (empty)
- Email Address (Optional):** (empty)

At the bottom of the form, there are two buttons: "Add Bill" and "Cancel".

If required to enter an account number/description, enter "Tithe and Offering"

3. Enter the NCCA address and phone number

New Covenant Church of Atlanta
PO Box 98127
Atlanta, GA 30359
Phone: (404) 929-1400

4. Enter the amount of the payment, the date of the payment, and whether you will make individual or recurring payments. You can specify a specific ministry by entering that in the "Memo" section, otherwise your payment will go to the general fund.

5. Set up recurring payments today and experience simpler management with your giving if the payment stays the same with each donation. Be sure to enter the amount of the payment, start date, frequency, and any other preferences

Manage AutoPay for New Covenant Church of Atlanta

Pay From
CHECKING

Amount
\$ 100.00

Make all payments the same amount.
 Make the last payment \$

First Delivery Date
02/01/2016

Numeric date starting with the month

Frequency
Every 2 weeks

Duration
 Until I stop these automatic payments.
 payments are sent.
 Until but not after

Numeric date starting with the month

Email Address
your@email.address

Email me when my payment is pending
 Email me when the payment begins processing
 Email me before sending the last payment

[Start Sending Payments](#) [Cancel](#)

Click “Set Up Payment” or “OK” or whatever your webpage shows and finalize your recurring gift. Thank you for your generosity and may God bless you for your act of faith!

Filename: Document1
Directory:
Template: C:\Users\Jesus\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title:
Subject:
Author: MatthewDT
Keywords:
Comments:
Creation Date: 1/9/2016 9:17:00 AM
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