

How to Use, Setup and Manage Online Giving at Chinquapin Grove Baptist Church

We have partnered with SimpleGive a Tennessee company offering online transaction services to Churches across the United States. This technology is extremely safe through their system. Chinquapin Grove does not have access to your account or card information. All information is stored within SimpleGive's secure datacenter. SimpleGive facilitates the transaction between you and your bank then deposits the tithe into the Chinquapin Grove account.

Users have two options to tithe, Credit/Check Card and Bank Draft/Echeck. The Echeck option is just like writing a check and dropping it into the offering plate. This process also has the lowest amount of fees and is the preferred method. If you have any questions, please email webmaster@cgrovebc.com

Go to cgrovebc.com and Click on the Give Online Icon to get Started!



To Set Up Your Online Giving Account

Step 1 of the giving process you will Enter your information.

- Personal Information
 - Enter your Name, Address, Phone Number and Email Address
 - Check the Create Account box and choose a strong password
- Giving Information
 - Enter the amount you wish to tithe
 - Select a Budget Category from the drop down Menu
 - Enter any notes or special designations (i.e. Lottie Moon, etc.)
 - Select if this is a one-time or a recurring tithe
 - Recurring tithes will automatically draft for you based on the time frame you set. You can edit this at any time by logging into your account
- Account Information
 - Select Payment Method
 - Bank Draft/E-Check is just like writing a check to the church and dropping it into the offering plate. This also has the lowest amount of fees to process the electronic transaction and is the preferred method.
 - Enter your Bank Name, Name on the Account, Account Type, Bank Routing Number and Bank Account Number



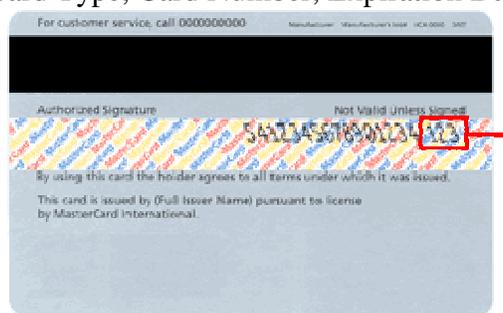
The routing number

The checking
account number

The check number

In some cases, the checking account number
and the check number may be reversed.

- Credit/Check Card payment method is also available.
 - Enter Card Type, Card Number, Expiration Date and Card Verification Number



3 Digit Card Verification Number

- Select Save Payment Profile
- Click Next

Step 2 of the process gives you the opportunity to review the information entered. Verify all is correct and Click on Submit.

Step 3 is a Confirmation Page. You will also receive an email receipt to the email you provided for your records.

Managing your Account

Go to the Giving Page by clicking on the Give Online Link. On the Giving Page click Login. Login using your email address and password you set up when you created your profile.

Your Profile

- Clicking this link will allow you to update your information and change your password
- If you make changes, remember to click the Save Changes button

Recurring Gifts

- This page shows you the Recurring Gifts you have set up.
- You can Click the Edit  button and adjust the amount of your recurring tithe
- You can Click the  button to delete this recurring gift. From here you can create a new recurring gift or stick to the one-time gift option. The chose is yours!

Contribute

- The Contribute page allows you to create a new Recurring Gift or a One-Time Gift. This follows the steps you did when you made your first etithe.

History

- The History page allows you to see what tithes you have given. This is very similar to an online banking site.

Logout

- Finally, the Logout link. This link is very important as you always want to logout when you are finished in your account.

