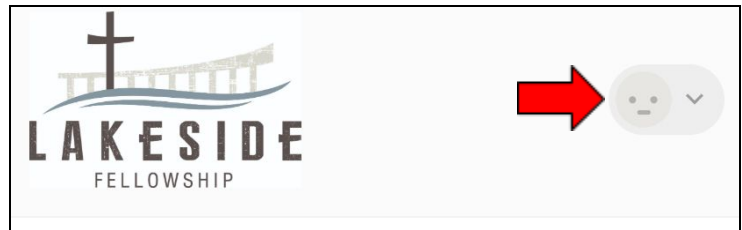


Enrolling in Planning Center GIVING

Step 1 - Click this link for Planning Center GIVING

<https://lakesidefellowship.churchcenter.com/giving>

Step 2 - If you are not logged in, click in the upper right hand menu and click LOG IN (It will walk you through a process to get logged into your account)



Step 3 - Fill out form to enroll. ****Please fill out 'Add bank account'.**** (Using your debit card will result in fees and less of your contribution with go to Lakeside.)


Give

This discretionary money can be used where it's needed to cover the annual budget


[+ Add donation](#)


Frequency

My information

 Preston Young
preston@lakesidefellowship.com

Select payment method

 Add bank account [>](#)

 Add debit card [>](#)

Step 4 - If you bank online, you are able to click 'Instantly Verify Your Account' and the system will walk you through signing on to your bank and instantly setting up your giving. (If your bank is not listed go on to step 5). If it is this should be the last step.

Step 5 - If you do not bank online or your bank is not listed you will need to verify your bank manually. Below are the instructions to complete this step. PLEASE contact the church office if you have any questions. (office@lakesidefellowship.com/515-984-6910)

Setting up your bank giving manually

If you can't find your bank, or the instant verification failed, use this alternate method of verifying your bank account.

After you initiate micro-deposit verification, the bank will deposit a couple of small deposit into your account over a few days. You can then verify each of these amounts to confirm that the connection is successful.

1. Submit Routing and Account Numbers

Once you select *Micro-deposit verification*, you'll be prompted to choose an account type and enter your routing and account numbers, both of which can be found on the bottom of a check.

The screenshot shows a mobile app interface for adding a bank account. At the top, there's a header with a house icon, the text 'Add bank account', and a '< Cancel' link. Below the header, there's a message: 'To get started, we need to verify your bank account.' followed by a paragraph: '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. You will not be able to donate today.' The form contains four input fields: 'Account Holder' with the text 'Elizabeth Dawson', 'Account Type' with a dropdown menu showing 'Individual', 'Routing Number' (empty), and 'Account Number' (empty). At the bottom, there is a large green button with the text 'Start bank verification & email me instructions'.

After adding the account, you will receive two deposits to your account within a few days. Check your email to find more information about next steps.

Verification Started

Hi Elizabeth,

We've started the process of adding your bank account to your donor profile. Once your **WELLS FARGO BANK account ending in 1234** is verified, you'll be able to give by ACH.

What's next:

1. In one or two days, you'll get two small deposits from CENTERVILLECHURCH.COM, each less than \$1.
2. Once those deposits post to your account you'll return to our donation website and enter those amounts. Then your account will be verified and you'll be ready to donate!
3. A few days later, our billing system will recoup those deposits in a single withdrawal.

If you have any questions please let us know at info@centervillechurch.com.

Thank you!

Manage your donor profile, donation history, recurring donations, and email preferences:

[Access my donor profile](#)

2. View Micro-Deposits in Account

Some banks show these micro-deposits within a day or two, but some take a little longer. A few days after posting the micro-deposits, Stripe will recoup those deposits in a single withdrawal, and we'll send you an email reminding you to verify your bank account.

Log in to your bank account and look for these transactions. Here are some examples of what these deposits might look like:

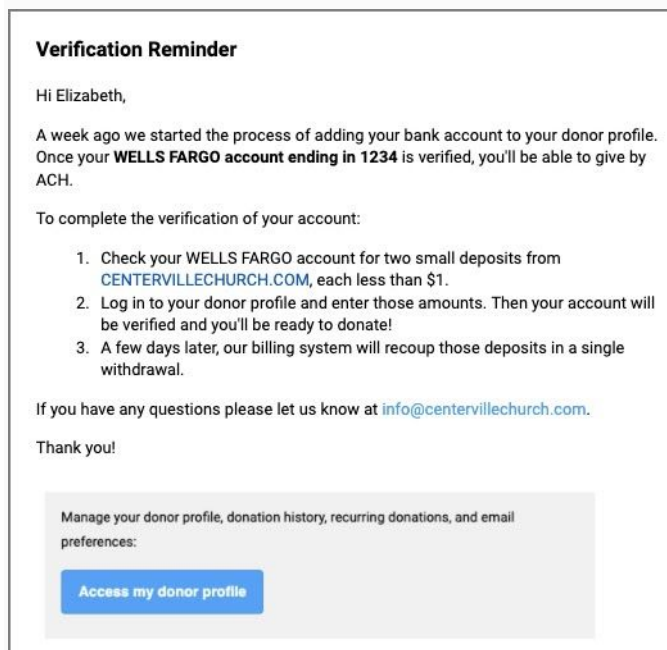
12/01/17	pcotestcarlsbadc TRANSFER AMNTS:12,8 X	\$0.12
12/01/17	pcotestcarlsbadc TRANSFER AMNTS:12,8 X	\$0.08

12/07/17	 BUSINESS TO BUSINESS ACH pcotestcarlsbadc TRANSFER AMNTS:12,8 Business to business ACH	\$0.20
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Once the deposits and withdrawal have gone through, you'll receive an email reminding you to go to your donor profile to verify those amounts.

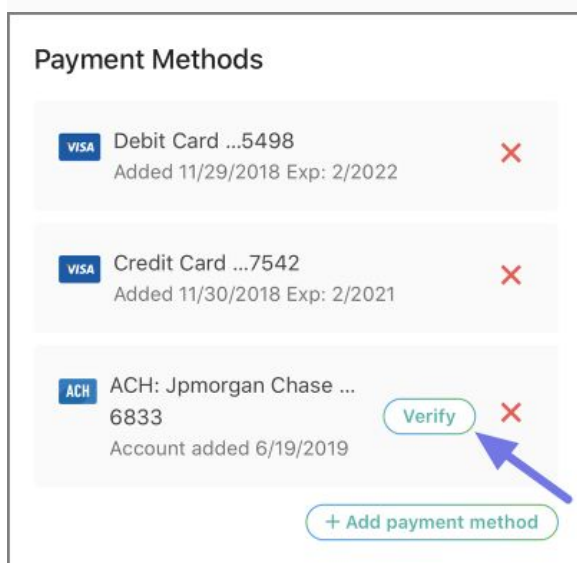
3. Enter Deposit Amounts

A week after you initiate the micro-deposit, you'll receive an email from your church, reminding you to verify your bank account.



Click *Access my donor profile* in the email to [log in to your donor profile](#).

In your profile, select *Verify* next to the bank account to add that bank account to your profile.



If the deposited amounts match, the account will be verified and will appear when you give your next donation.

Enter deposit amounts

×

Carlsbad Church (showing as "PCOTESTCARLSBADCHURCH") has sent 2 small deposits to this bank account. To complete the ACH verification process, please enter the amounts of those deposits and the account will be verified.

\$0. 12

\$0. 08

Verify account

If your deposits do not appear in your bank account or are entered incorrectly to lock your account, the best option is to start this process over again. You will have 10 chances to enter correct deposit amounts before the verification process fails.

A Giving Administrator can also verify the bank account from the Pay Methods tab on the donor's profile. They will need the micro-deposit amounts in order to verify the account.

Once your bank account is verified, you can select it as a payment method to make a donation. However, until your bank account is verified, it will not show as an option to choose when giving.