

Ambassador Presbyterian Church Online Giving Options through Churchtrac

Ambassador now offers online giving through your credit/debit card, ACH/Checking, or Text (via credit card).

Here are a couple helpful hints before you get started:

- o Churchtrac is the church database software we already use. You will be creating a personal account in Churchtrac and able to access it at any time.
- o Use your email to log in and you will receive a generated passcode. You can then change it to a preferred passcode.
- o Contributions are processed through [Stripe](#). This involves verification of your account, much like Paypal or Venmo.
- o You may give to the General Budget (Budget Offerings) or the Deacon's Fund.
- o You can set up weekly, bi-weekly, or monthly recurring contributions through Churchtrac.
- o The process is fairly simple. Below are step-by-step directions, and give us a call at 919-249-0230 if you have any questions.
- o Please note:
 - ✓ The church is charged a 3% fee for donations made using a debit or credit card (including text) therefore donations directly from a checking/savings account are preferred. Please consider using ACH as your preferred method or adding an additional amount to the total to help the church cover the fees.
 - ✓ Checks mailed to the church office are also welcome. Please allow up to 2 weeks for your check to be processed.
 - ✓ For those already issuing bank checks, you may continue with that process or switch to Churchtrac Online Giving ACH.
 - ✓ You may use this portal to update your personal information as well. If you do this, please email the office so we can update in the church directory.

Directions for Online Giving

[Click on this link to get started](#)

Your screen will look like this; click on the yellow button to get your passcode.

Ambassador Presbyterian-Apex

Please sign in. If this is your first time signing in, or if you cannot remember your passcode, click the yellow button below.

Your Email Address:

Your Passcode:

I do not know my Passcode, or I do not have a Passcode →

Remember me on this device until I sign out @


Continue


You will receive an email from Ambassador Presbyterian-Apex with Subject: Your Church Online Access - with your passcode. You will then have the option to change your passcode. Once you change your passcode, you will be directed to the Welcome page. Update information as needed and then on the top left Menu, click Online Giving.

On the next screen you will choose how to give. This is the credit/debit card screen.

The drop-down box under your credit card number allows giving for regular tithing to the main budget (Budget Offerings-default), or special gifts to the Deacon’s Fund (press the arrow to see and choose). Also note at the bottom of the screen you may choose one-time charge or recurring. This can be changed in the future under the “manage” button at the top right.

After processing your contribution, you will see a screen similar to this:

Ambassador Presbyterian-Apex 

 Thank you. Your card was processed successfully.

Credit/Debit ACH/Checking SMS/Text Giving

Credit or debit card

Budget Offerings Amount USD

[+ Add another entry](#)


Optional Memo

Charge this Amount:


Once Every Week Every Other Week Every Month

If using a credit card, please consider adding a small amount to your gift to help your church cover the cost of processing this donation (we are charged 3% of the total for a donation via credit card).

For the ACH/Checking (preferred method), the process is similar to that Paypal and others use with validating your checking account with two small deposits.

Ambassador Presbyterian-Apex 

Credit/Debit ACH/Checking SMS/Text Giving

 Note: After submitting your bank info (below), we will create two small deposits in your account. You will need to complete a one-time validation process by providing the amount of these two deposits before you can use this account for making a contribution. It may take a few days for these deposits to appear in your account.

Enter the Account Holder's Name:

Account Type:

You will need to enter the Routing Number, which can be found on the bottom left corner of your check. The Routing Number is typically 9 digits.

You will also need to enter your full Account Number which appears just to the right of the Routing Number. DO NOT include the Check Number.

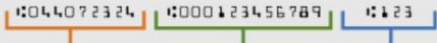
YOUR NAME 1234 123

1234 Main Street DATE _____

Anywhere, OH 00000

PAY TO THE ORDER OF \$ _____

_____ DOLLARS



ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

Enter Your Routing Number:

Enter Your Account Number:

Once you enter your info you will need to validate the deposits from your bank account. This will only be done upon set-up.

Online Giving

Credit/Debit ACH/Checking SMS/Text Giving

Please verify that you own the account ending in [REDACTED]. We have created two small deposits in your account labeled AMTS. Log in to your bank account and provide us with the EXACT amounts of these two deposits. PLEASE NOTE: It may take a couple of days for these deposits to appear in your account. When they appear, return to this screen to proceed with setup. Do not attempt to guess these amounts, as it will prevent you from being able to use this account for donations.

Verification Deposit 1 Amount:

Verification Deposit 2 Amount:

Submit

Once complete, proceed as in credit card photos, above.

To give by Text (3% fees incurred), click the text button at the top right and it will associate your phone number with your card.

Ambassador Presbyterian-Apex ⚙

Credit/Debit ACH/Checking SMS/Text Giving

① You can give instantly from your phone! To get started, enter your mobile phone number. After we validate your number and link it to your credit or debit card, you can simply text us the amount you wish to donate. Note: This feature is currently only available in the United States.

Your Mobile Number
{111} 222-3333

Validate Phone Number

Enter your mobile phone number. Whenever you text us an amount from this number, we'll charge the credit or debit card you enter in the next step.

Then you enter a code that is sent to your phone to validate that the phone number really is yours.

Next is a screen to enter your credit card number to associate with your phone number.

Ambassador Presbyterian-Apex



 Credit/Debit

 ACH/Checking

 SMS/Text Giving

✔ You're almost set! Enter your card information below, and we'll link it to your phone number.

Credit or debit card

Add Card Details

Once this is complete, go back to the credit card screen above for amount and recurrence information.

For each mode of giving you will receive a receipt at point of contribution.

Follow steps to completion. If you have any trouble or general questions, [email us!](#)