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).

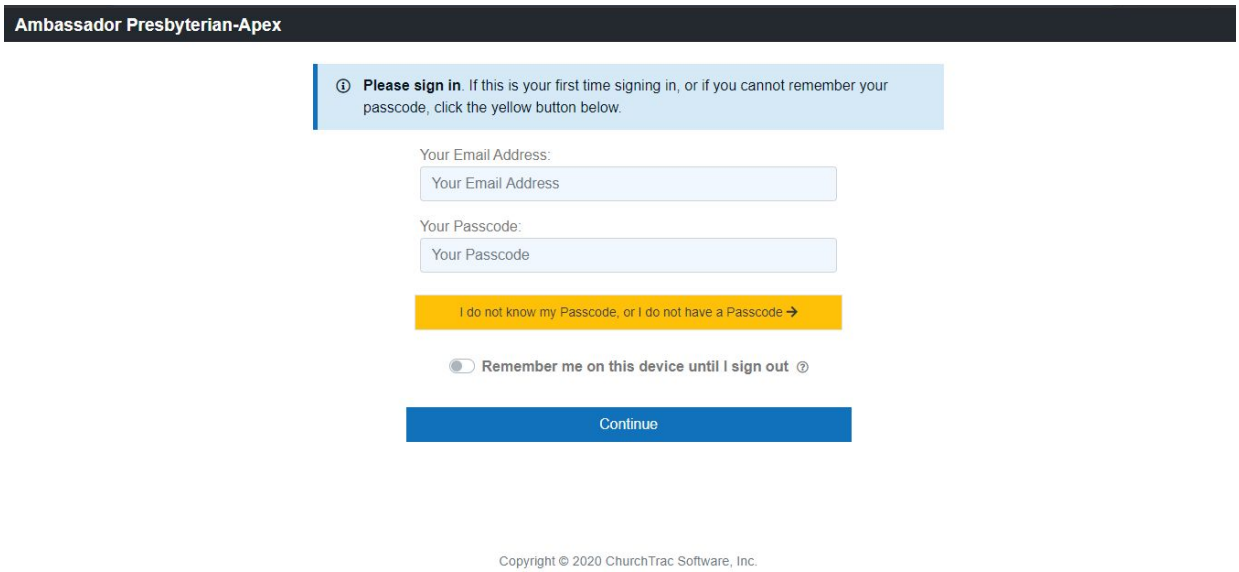
Here are a couple helpful hints before you get started:

- 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.
- Use your email to log in and you will receive a generated passcode. You can then change it to a preferred passcode.
- Contributions are processed through Stripe. This involves verification of your account, much like Paypal or Venmo.
- You may give to the General Budget (Budget Offerings) or the Deacon's Fund.
- You can set up weekly, bi-weekly, or monthly recurring contributions through Churchtrac.
- 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.
- 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.

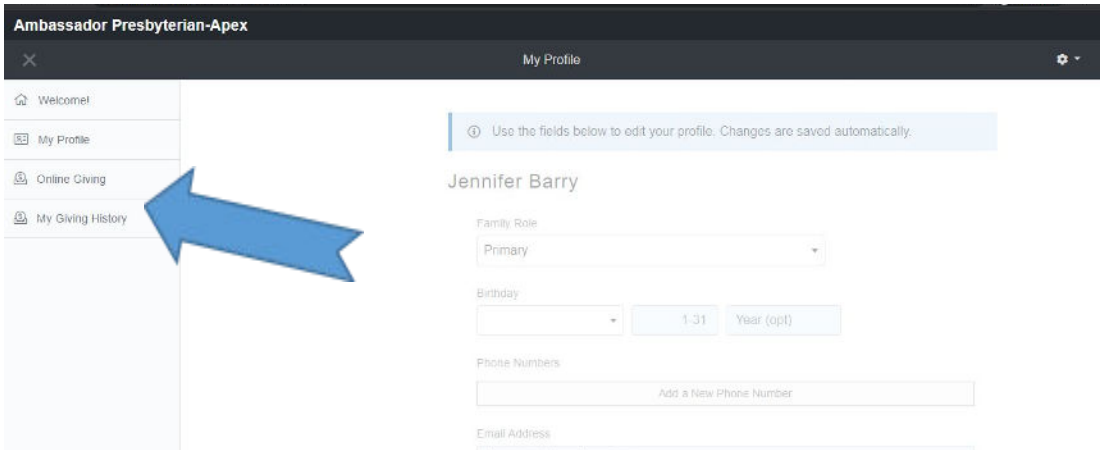
Directions for Online Giving

Click on this link to get started

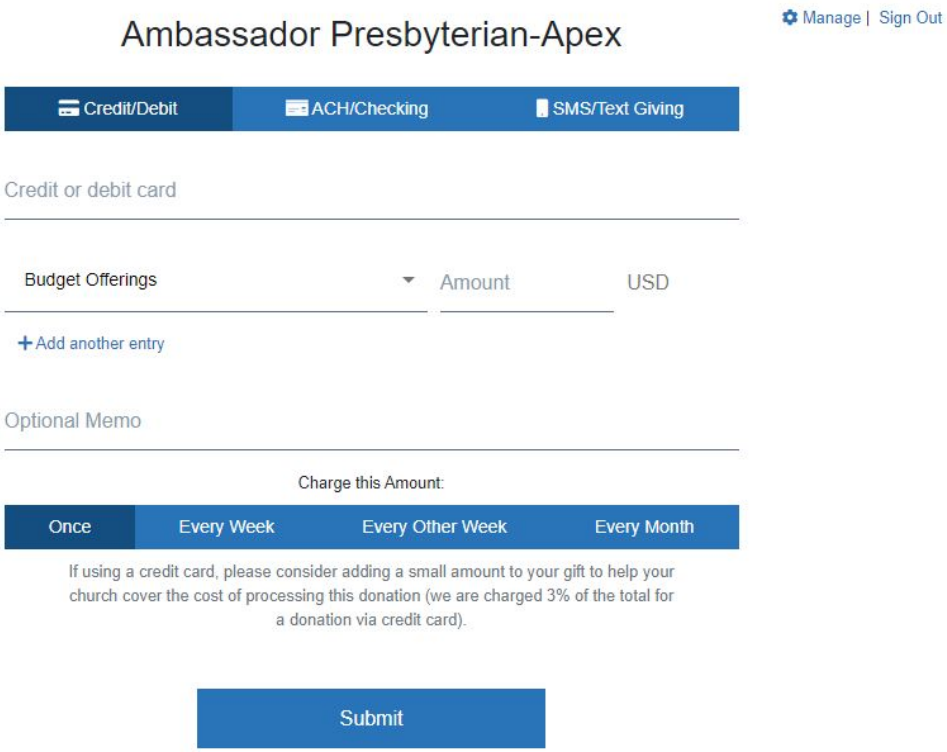
Your screen will look like this; click on the yellow button to get your passcode.



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.

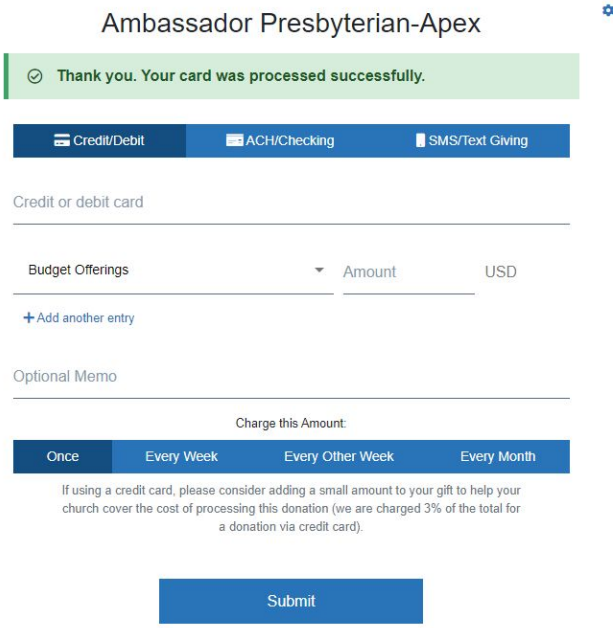


On the next screen you will choose how to give. This is the credit/debit card screen.

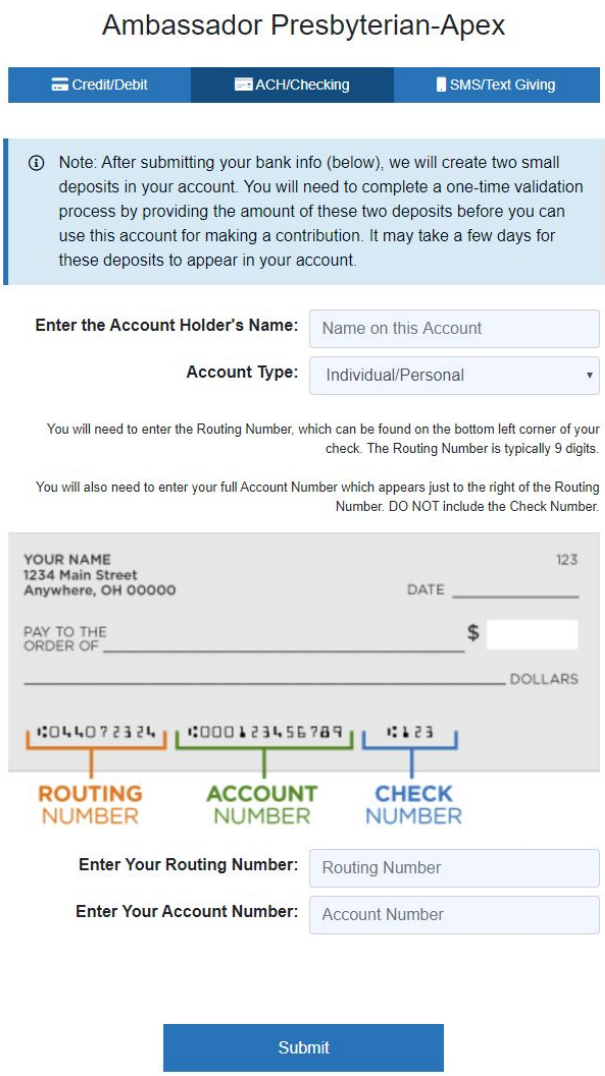


The drop-down box under your credit card number allows giving for regular tithing to the main budget (Budget Offerings-default), or special gifts to the Deacon's Fund (press the arrow to see and choose). Also note at the bottom of the screen you may choose one-time charge or recurring. This can be changed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

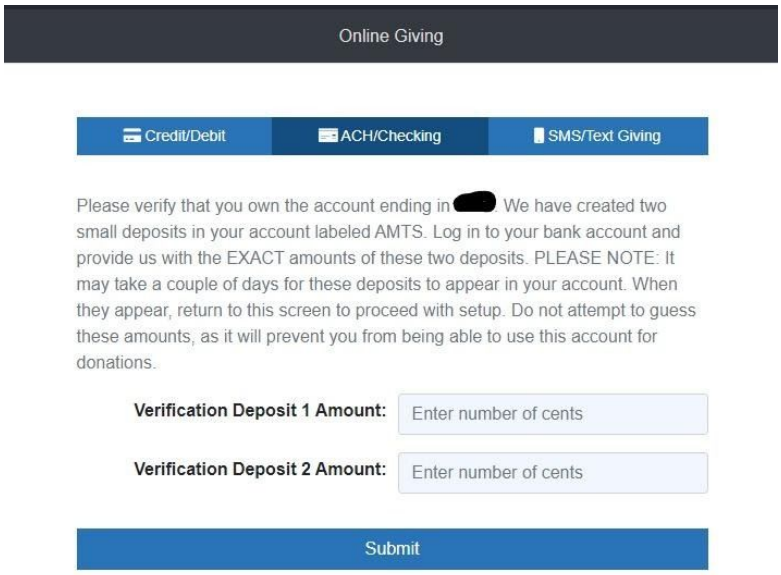
After processing your contribution, you will see a screen similar to this:



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.

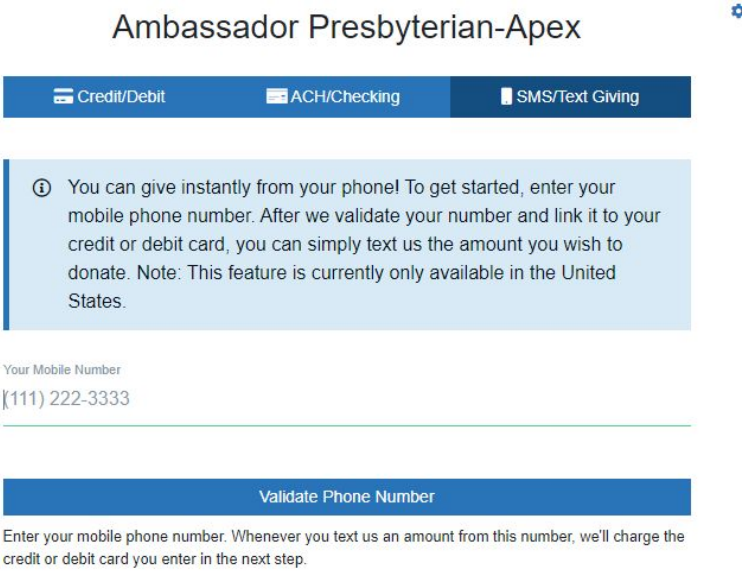


Once you enter your info you will need to validate the deposits from your bank account. This will only be done upon set-up.



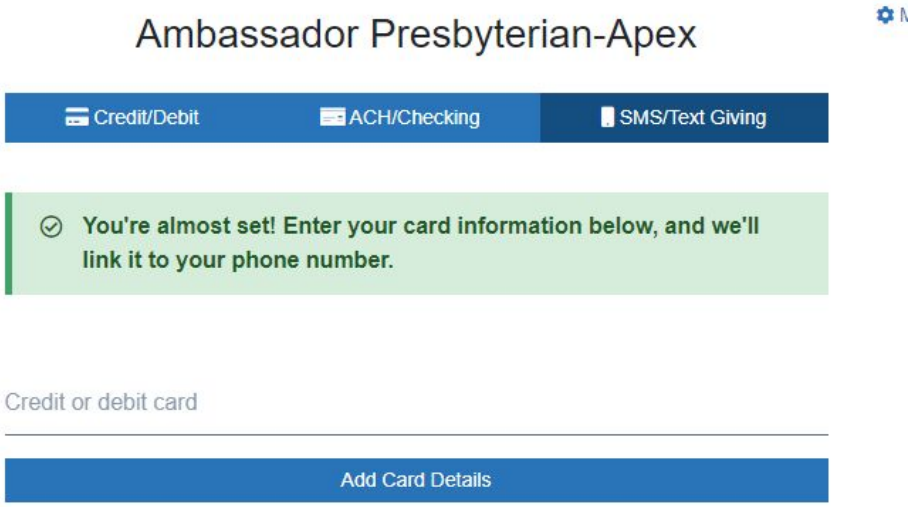
Once complete, proceed as in credit card photos, above.

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.



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.



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!