

Give Now Instructions

- On your Profile Page, Click “Give Now” (Blue box with a heart) on the left side
- Enter an amount in the Box
- At present, there are two (2) options for your Gift – General Fund or Food Team Operations
- Once you type your amount, a new section will open up
- **How Often?** This will be how often you want to Give and the options are as follows:
 - **One Time**
 - **Recurring** – If this option is selected, it will bring up a new area.
 - **Frequency** – Options are as follows:
 - Weekly (then choose the day of the week)
 - Every 2 Weeks (then choose the day of the week)
 - Monthly on the 1st and 15th
 - Monthly (then choose the date of the month)
 - Every 2 Months (then choose the date of the month)
 - Quarterly (then choose the date of the month)
 - Every 6 months (then choose the date of the month)
 - Annually (then choose the date of the month)
 - **Starting On** – You will need to choose the Start Date for your Giving
 - **Once at a future date (I want my donation to be made on)** – Choose the Month, the Day, and the Year
- **Payment** – Options are as follows:
 - **New Credit/Debit Card** – Enter the following information
 - Card Number
 - Expiration Date
 - CVC Number (3 digit number on back of card)
 - Billing Address
 - Check the Small Box next to “Save Card for Faster Payment Next Time” if you will be using this same card in the future
 - **New Bank Account (ACH)** – Enter the following information
 - Type – Checking or Savings
 - Routing Number (Enter the 9-digit number)
 - Account Number
 - Billing Address
 - Check the Small Box next to “Save Bank Account for Faster Payment Next Time” if you will be using this same card in the future
- **Giving on behalf of a business?** – Please check the “No” box
- **Light Yellow Highlighted Box (Add \$.... to cover processing fees) – Check this box if you would like to cover the processing fees**
- **Final** – When everything has been completed, Click “Give” in the Blue Box at the bottom of the page. You will receive a Thank You email from Epworth for your Gift.

Instructions for One Church

Computer

- Go to the following website: <https://epworth.onechurchsoftware.com>
- Click "Register" (Located toward the bottom of the Account Log-in Screen in small blue text)
- Enter your email address
- Once you enter your email address Click "Submit"
- You will automatically receive a message from One Church at the email address you used to Register
- On the email from One Church Click "Finish Set-Up"
- Here you will create your user Password. Please use a password you will remember
- Once you create your password, go back to the One Church Login Screen and input your email address and your new password
- You will be taken straight to your personal Dashboard
- Under your "Name/Photo" in the upper left corner Click "View My Profile"
- To make changes to your Profile Click "Actions" and then "Edit Profile"
- At this point, you will want to check under each of the "Categories" listed across the top and make any necessary changes to your Profile
- Under the "Contact" tab, you can designate your preferred email or phone number by Clicking on the "Star" to the left of each field
- Once you have made all your changes, Click "Save" at the bottom right
- Another option to making changes to your Profile is by Clicking the "small pencils". These "pencils" will be located next to each of the categories on your Profile page (example: General – to the right will be a pencil; Contact – to the right will be a pencil, etc.)
- You will also see options across the top of your Profile page – Info, Relationships, Financial, etc.
- Each of these will have information.
- To set up your "Giving" information, please see the Back of this Page. This will be where you can schedule your payment method and how often you would like to "Give"

Mobile App

- Go to the App Store and locate One Church Software with this symbol -  and download
- If you already created your account, you can just log-in.
- If you do not have an account, you will do the following:
 - Locate our church by entering our zip code (19971)
 - Click on our church when it shows
 - Click "Register"
 - **Please use the same instructions above**