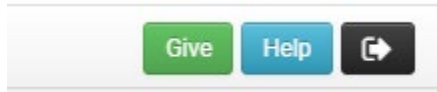


Instructions for Online Giving

1. Login to the church page through <https://mo.sbcworkspace.com/> (If the church's login information is unknown, email the Business Services Office at accounting@mobaptist.org for assistance.)
2. Next click the green Give button in the upper, righthand corner of the page



3. On the left-hand side of the form:
 - a. Choose either "One-time" gift or a "Monthly gift"
 - b. Choose a suggested donation amount or type in the amount to donate in "Other amount"
 - c. Pick the fund you wish to donate to from the Supporting cause drop-down list of available funds
 - d. Click "Add cause". The amount and fund you chose will go to the bottom of the page.

If giving to more than one fund, repeat the steps in #3 until all funds and amounts are listed.

Note: We currently have our funds most donated to available for online giving, however, if you would like to give to a fund that isn't listed in our dropdown of funds, please email us at accounting@mobaptist.org and we will be glad to accommodate your request.

The screenshot displays the online giving interface. On the left, there is a photo of hands clasped in prayer. Below it, the form has two tabs: "One-time" (selected) and "Monthly". Under "Donation amount", there are buttons for \$25, \$50, \$100, and \$250, and a text input for "\$ Other amount" with "USD" next to it. A "Supporting cause" dropdown menu is set to "Cooperative Program". A blue "Add cause" button is at the bottom of this section. On the right, the "Contact information" section has fields for email (email@example.com) and phone ((800) 555-0175), with a red error message "Your email is incomplete." below. The "Billing address" section has fields for first name, last name, address line 1, address line 2, city, ZIP, and state, with a red error message "Your first name is incomplete." below. The "Payment method" section is set to "US bank account" and has fields for account holder name (Full name on account) and account details (routing number and account number), with red error messages "Account holder name must be 22 characters or less." and "Your routing number is incomplete." below. A large blue "Donate \$0.00" button is at the bottom right.

4. On the right-hand side of the form:
 - a. Contact Information:
 - i. Email address and phone number of the person entering the donation. This is how the MBC would reach out if there was a problem with the donation.

- b. Billing address:
 - i. First Name and Last Name should be the name of person entering the donation
 - ii. Address can be either their personal address or the address of the church.
- c. Payment method
 - i. Account holder name: Name of the church. This is limited to 22 characters so just type in as much as it will allow.
 - ii. Account details: Routing number and Account number you are making the donation out of.
- d. The blue “Donate” button will be highlighted with the amount of the donation as soon as all required fields have been completed. Please verify the amount is correct before clicking “Donate”.
 - i. If the wrong amount appears, go back to the left-side of the donation screen and double check the funds listed below “Add cause”. If there is an incorrect amount in one of the funds, click the “X” to the right of the dollar amount to delete the incorrect entry and re-enter the donation amount.

One-time Monthly

Donation amount

\$25 \$50 \$100 \$250

\$ Other amount USD

Supporting cause

Cooperative Program Cooperative Program

❤️ Add cause

Missouri Baptist Convention is a non-profit organization and all donations are tax-deductible.

Cooperative Program \$1000.00 X

- 5. Once “Donate” is clicked a receipt will appear. Please save a copy of the receipt for your records.

Click Contract support in the upper right-hand corner of the screen with questions or concerns.