ONLINE GIVING and PLEDGING

To Simply Make a Gift:

1. Go to the church website (http://unityfortmill.org/), click on the blue "**Give Now**" tab near the top of the home page.

2. You will then be prompted to enter information regarding the gift you wish to make. Upon completing the requested information and submitting your transaction, you will receive an email from the church thanking you for your contribution.
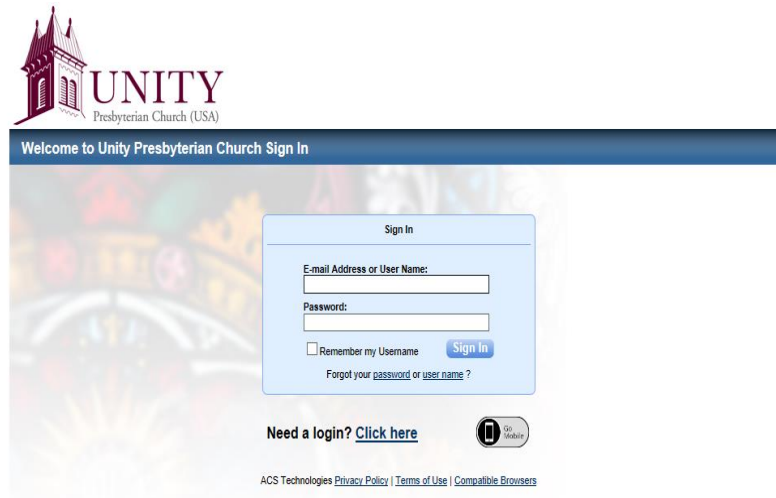
To Pledge, Give and View All Personal Giving Information:

1. **Log in** to Unity's Access ACS system:

Go to church website (http://unityfortmill.org/), click on the gray "Member Login" button at the top of the home page.

This brings you to the Access ACS Sign-In screen.

If you have never logged in before, you will need to click "Need a Login?" and follow the directions. Login information will be sent to you through the Preferred Email address we have listed for you in our ACS system. (**Note: if you do not receive login information in a reasonable amount of time, you should check your "Spam" or "Junk" folder--sometimes the email will get sent there.) If you need to update or change your Preferred Email, please contact the Church Office.

Once you have your login information, enter it on the Sign-In screen, this will take you to your Home page within the Access ACS system.

2. To Make a **<u>Pledge</u>**:

On the Home page click on the **"Pledge Now"** button in the "My Giving Summary" box.

Complete the requested information to submit your pledge.

3. To Make a **One-Time or Recurring Gift:**

On the Home page you can click on either the **"Giving"** tab at the top, or on the **"Give Now"** button in the "My Giving Summary" box.

Clicking on these options allows you to view/manage personal giving information.

At this point you can choose to make a **One Time** gift or a **Recurring** gift.

Following the prompts as they appear on your screen and completing the information requested will complete your transaction. Upon submission, you will receive an email from the church thanking you for your contribution.