# Calvary Baptist Church - Online Giving with Planning Center

# **Questions and Answers**

## Why are we offering a new online giving platform?

We are offering a new online giving service for multiple reasons. The primary reason for this change is to allow more of our members' dollars to go directly to the church. Our new giving platform, powered by the Planning Center church management suite, offers lesser processing fees and an option for the giver to pay the fees instead of the church having to pay them. This is especially true of the ability to give from a bank account using an ACH transaction, for which the fee is \$0.25 no matter what the donation amount, instead of a percentage of the gift.

The second reason for this addition is to allow us to use the convenient and intuitive tools offered by Planning Center. Our church has been using the music and worship team scheduling features of this service for years now and will be implementing secure nursery check-in processes in the near future. These apps, along with the Giving solution, allow us to stay organized in these areas and offer new tools to our church family.

## Can I still use PayPal for giving to the church?

Yes. While we encourage moving to the Planning Center platform, the church's PayPal giving service will continue to operate at this time. Note that in the future, the PayPal link may be removed from the CBC website.

## Where can I learn more about Planning Center?

You can visit <u>www.planningcenter.com</u> for more information about this company and the services that they offer to churches.

## <u>How-To</u>

## **Configure Your Account**

- 1. Navigate to <a href="https://cbcypsi.churchcenter.com/giving">https://cbcypsi.churchcenter.com/giving</a>
- 2. Click "Log In" at the top right of the page.

3. Type in your phone number and click "**Next**". You can also click the link to log in with an email address if you prefer.



- 4. Type in your email address, if prompted, and click "**Next**". (This is for account setup for first log in)
- 5. If this is your first login, follow the on-screen directions to set up your Planning Center account.
- 6. A verification code may be sent to you via text message. Type in the verification code and click "**Next**".



7. Click the button that says "Log in as <your name here>"

#### Add a Bank Account

- 1. Click "Add a Bank Account".
- 2. We recommend NOT clicking the "Verify Your Account" button as this feature connects to your bank using your online banking credentials. While this service offered through a company called Plaid, should be secure, it is not advisable to use your bank's credentials anywhere other than your bank's website. You can read more about Plaid at their website <a href="https://plaid.com/how-it-works-for-consumers">https://plaid.com/how-it-works-for-consumers</a> and decide if this is something you would like to do, or you can proceed with the manually verification process detailed below.
- 3. Instead, click the link below that says **"manually verify your account"**. This process uses two small credits to your bank account to confirm that you are truly the account holder. This verification process can take one to three days the first time, but once it is complete, your account will be trusted and you won't have to do it again.
- 4. Follow the instructions provided from the link.

## Add Debit/Credit Card

- 1. Click "Add Debit/Credit Card".
- 2. Follow the on-screen instructions to add your card.

#### **Questions?**

For any questions or concerns, please contact Micah Hibdon or Rick Getchell.