

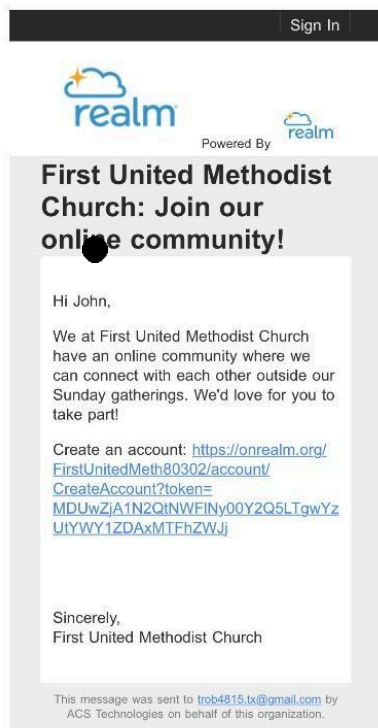
Important Online Giving Information

As of **January 1, 2023**, we will be using a new system to process online and recurring payments, Realm. The old system, Vanco, will be disabled. If you wish to have your reports and information from the old system, please log in and print them prior to the end of the day on December 29, 2022. This includes all recurring payments made by bank draft or cards.

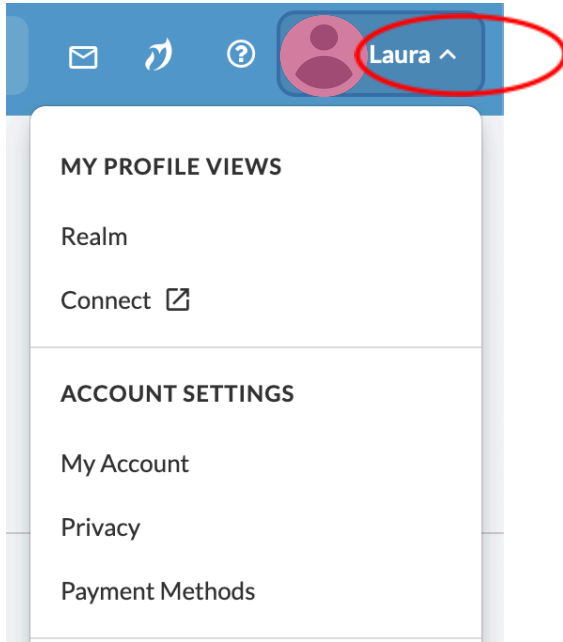
A new account will need to be set up in our new system, Realm. You will be receiving an email with an invitation to set up your account from **Realm** on December 13, 2022. Some benefits of this new system will include: online giving, setting up recurring giving, editing contact information, seeing information on groups you participate in, seeing an online directory of church members (who elect to participate), access to giving statements, and seeing progress on your pledges.

Instructions are outlined below:

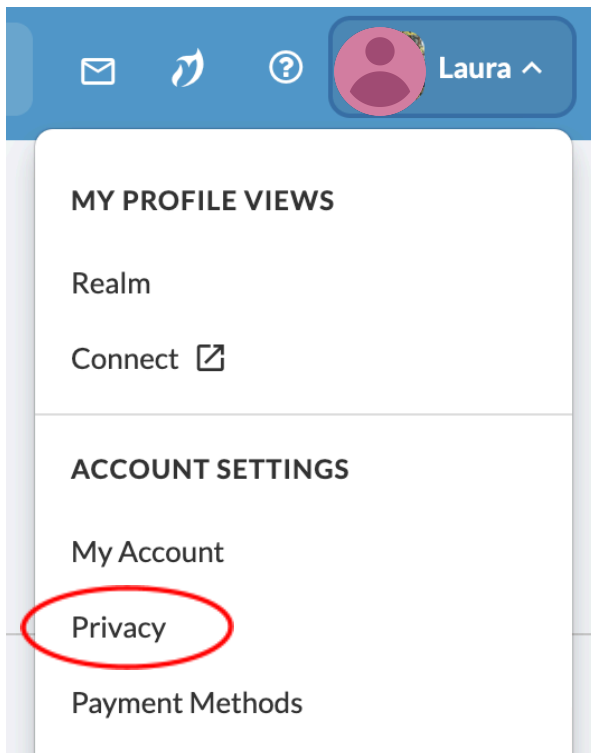
1. You will receive an email from Realm. Click the link to start your registration process



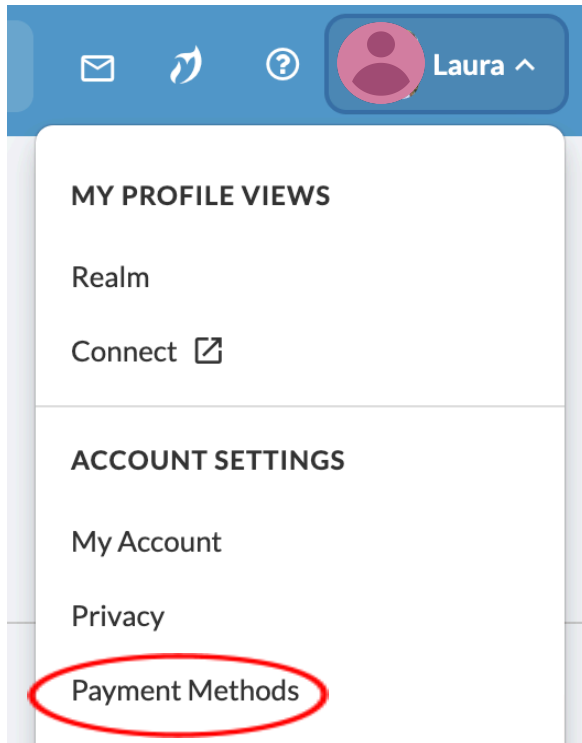
2. You will want to set up your privacy settings and choose to opt into the church directory. You will click the arrow beside your name in the top right-hand corner of the screen.



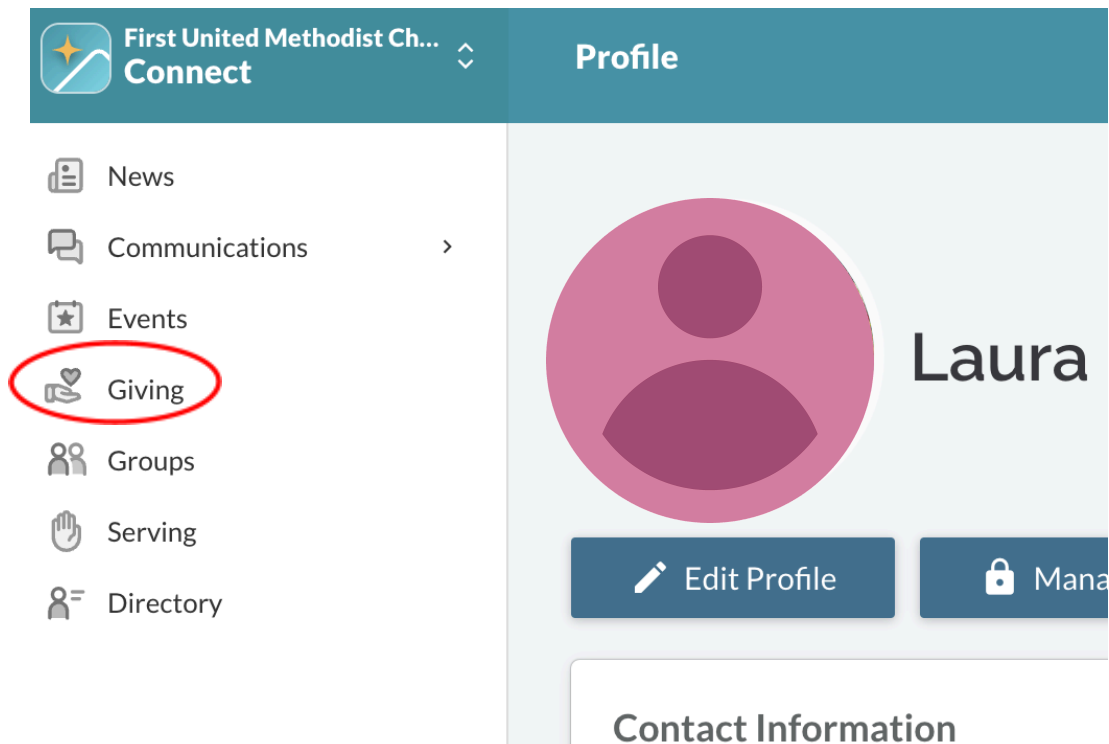
3. You will then click Privacy.



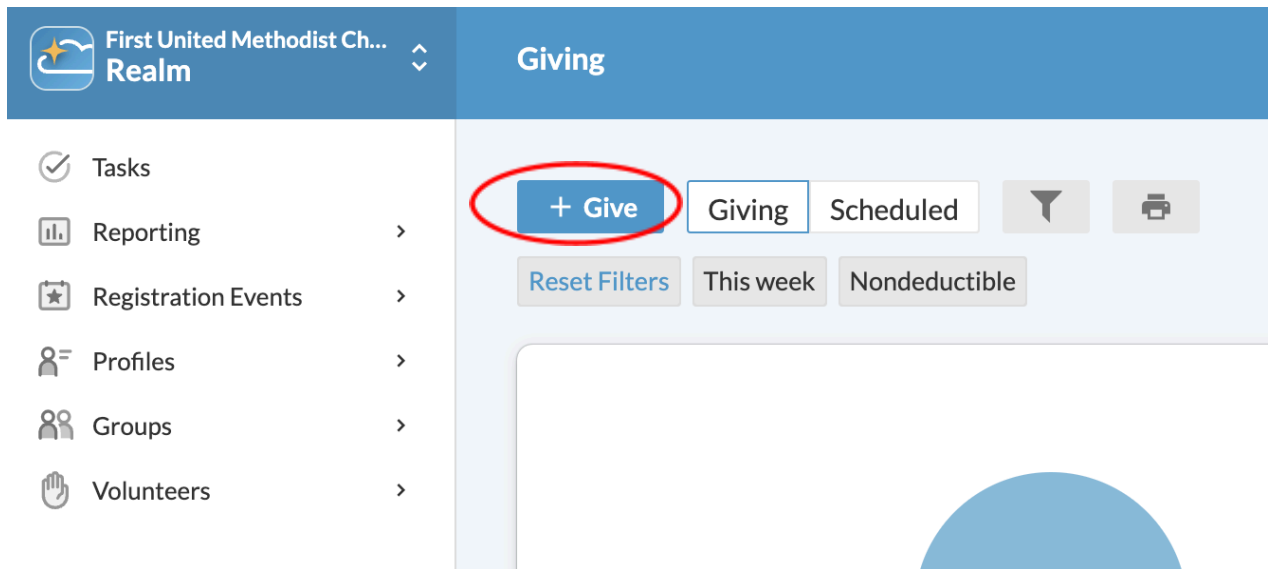
4. Next, you will want to set up your payment methods for making donations. For this, you will click payment methods.



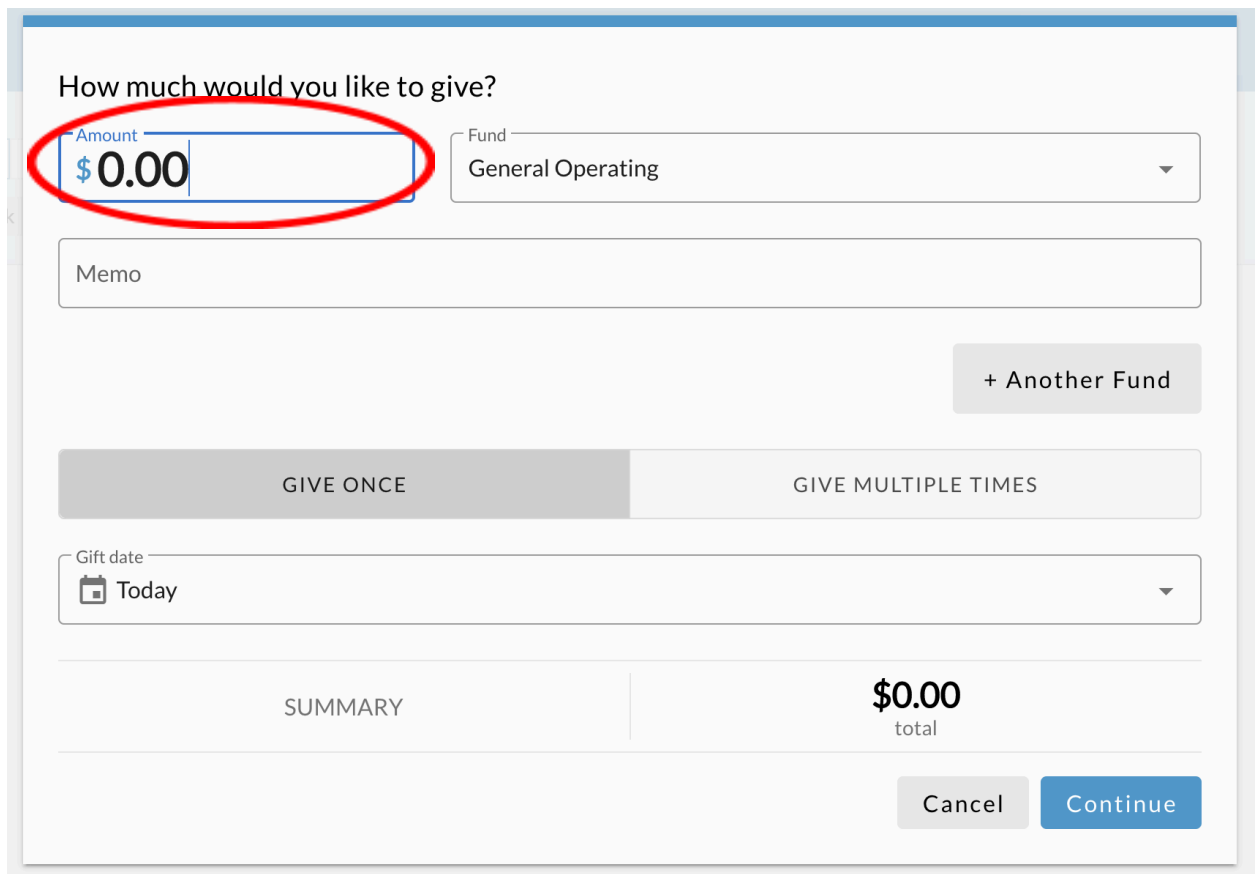
5. Now to donate you will click Giving on the left-hand side of your screen.



6. You will then click +Give



7. You will then enter the amount.



- Next, select the fund you would like to donate to by clicking the arrow on the drop-down menu.

How much would you like to give?

Amount

Fund

Memo

+ Another Fund

GIVE ONCE | GIVE MULTIPLE TIMES

Gift date

SUMMARY | \$0.00 total

Cancel | Continue

- If you would like to notate if you are giving in memory of someone, paying for a specific item, etc. you may put a note in the memo area.

How much would you like to give?

Amount

Fund

Memo

+ Another Fund

GIVE ONCE | GIVE MULTIPLE TIMES

Gift date

SUMMARY | \$0.00 total

Cancel | Continue

10. Select whether you want to make a one-time gift or set up a recurring gift.

How much would you like to give?

Amount Fund

Memo

GIVE ONCE GIVE MULTIPLE TIMES

Gift date

SUMMARY **\$0.00**
total

11. Select the date you would like to make the gift.

How much would you like to give?

Amount Fund

Memo

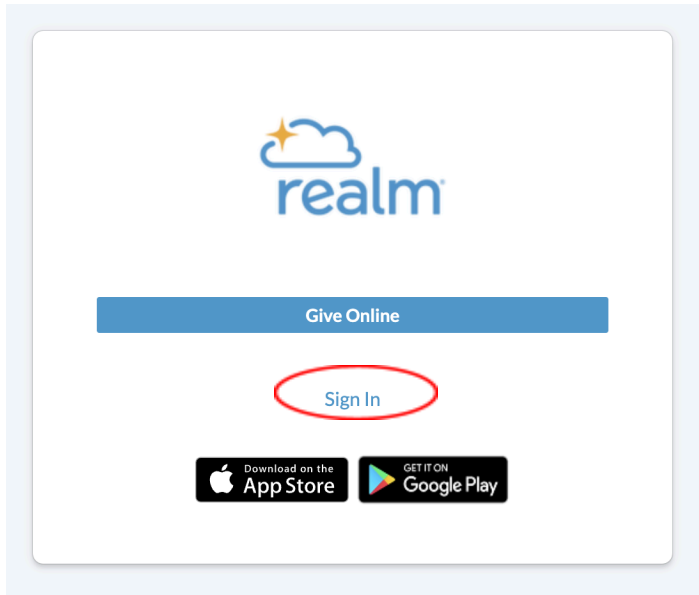
GIVE ONCE GIVE MULTIPLE TIMES

Gift date

SUMMARY **\$0.00**
total

12. Once you log out, it is ***important to note that you will want to sign back in to make donations or change settings.*** If you set up a recurring gift outside of your sign in it may affect the ability to cancel it easily or be able to access your giving statement. ***Make sure you always sign in.*** There are two different sign-in screens.

13. If you are signing in using the link you received in your email:



14. If you are accessing the donation link through our website.

A screenshot of the REALM website donation form for First United Methodist Church in Sherman, TX. The form is titled "How much would you like to give?". It features a text input field for "Amount" with "\$0.00" entered, and a dropdown menu for "Fund" set to "General Operating". There is a "Memo" text area and a "+ Another Fund" button. Below these are two radio buttons for "GIVE ONCE" (selected) and "GIVE MULTIPLE TIMES". A "Gift date" dropdown is set to "Today". An "Email address" input field is at the bottom. A "SUMMARY" section shows "\$0.00 total". A red "Continue" button is at the bottom right. A "Sign In" link is circled in red at the top right of the page. The footer includes "POWERED BY REALM", "Terms and Conditions", and "Privacy Policy".