

How to make a RECURRING PAYMENT in Access ACS

Log in to get to this opening screen:

Go to "Giving" on the Menu Bar:

Click on "Give Now"

The screenshot shows a web browser window with the URL <https://secure.accessacs.com/>. The page header features the Foundry United Methodist Church logo and the text "FOUNDRY UNITED METHODIST CHURCH". Below the header is a navigation menu with the following items: Home, Directories, Groups, Events, Giving, and a "Give Now" button. The "Giving" menu is expanded, showing options: "Available Small Groups", "My Complete Profile", "Available My Giving", and "My Giving History".

The "My Calendar" section is titled "Monday, January 07, 2013" and displays a table of events:

Time	Event	Location
6:30 PM to 8:00 PM	NA	Parlor
7:00 PM to 8:30 PM	Depression Support Group	Classroom 203

Below the event table are two calendar grids for January and February 2013. The January grid shows the 7th as the current date. The February grid shows the 1st as the current date.

The "My Giving Summary" section displays "2013 Year to Date Giving" as \$0.00. It includes links for "My Giving History" and "Manage Scheduled Giving", and a prominent "Give Now" button.

The browser's address bar at the bottom shows the URL <https://secure.accessacs.com/access/onlinegiving/givenow.aspx> and the page is marked as a "Trusted site".

You should now come to this page:

1st Question:

“How much would you like to give?”

I put in 85.00

2nd Question:

“How often would you like to give?”

I marked the radio button beside “Recurring”.

https://secure.accessacs.com/ - My Online Giving - Windows Internet Explorer

FOUNDRY
UNITED METHODIST CHURCH

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Home Directories Groups Events **Giving**

Give Now Manage Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

How much would you like to give? ex: 50.00

How often would you like to give? One Time Recurring

When would you like to give?

Continue >>

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Then the screen expands to give me choices:

“Which recurrence pattern do you prefer?”

I have marked “Monthly”

Next Question:

“On which day of the month do you want to give?”

I put “15”

You can put whatever day you want the draft to be taken from your bank.

Next Question:

“When would you like to start giving?”

I put “1/15/2013”

Next Question:

“When would you like to stop giving?”

I chose:

“End By”

I put 12/31/2015.

Click on “Continue”

https://secure.accessacs.com/ - My Online Giving - Windows Internet Explorer

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Home Directories Groups Events **Giving**

Give Now Manage Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

How much would you like to give? ex: 50.00

How often would you like to give? One Time Recurring

Which recurrence pattern do you prefer? [How Recurring Giving Works](#)

Weekly

Every 2 Weeks

Monthly

Every 3 Months

Twice a Month

On which day of the month do you want to give? ⓘ

When would you like to start giving? ⓘ

When would you like to stop giving? End after: occurrences

End by: ⓘ

Continue >>

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You will next come to this screen where you tell us what fund your gift is to be designated to.

In this case I put "85.00" in the box next to "Mission Possible Pledge/Gift"

Then a memo box will appear and in this case, I simply put "Mission Possible Pledge". You don't have to put anything if you don't want to.

Down at the bottom you will see the statement "\$0.00 of \$85.00 Remaining"

This simply is a follow-up check to make sure that you have designated all of the amount of the gift that you indicated on the previous screen, which in my case was "\$85.00"

Then click on "Continue"

https://secure.accessacs.com/ - My Online Giving - Funds - Windows Internet Explorer

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Home Directories Groups Events **Giving**

Give Now Manage Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

General Fund/Pledge Gift	\$0.00	
Advent Offering - 2012	\$0.00	
Miss Possible Pledge/Gift	85.00	Mission Possible Pledge
Hurricane Sandy Relief	\$0.00	
Advent Visuals	\$0.00	
Walk-in Ministry	\$0.00	
Open Doors Fund Contrib	\$0.00	
Haiti Ministry Contributi	\$0.00	
UM Student Day	\$0.00	
Thanksgiving Ofg 2012	\$0.00	
UMCOR Contribution	\$0.00	
Other Contribtuion	\$0.00	
Sermon Tip Jar	\$0.00	
Altar Flowers	\$0.00	
CD/DVD Contributions	\$0.00	
Parking Income	\$0.00	
Wedding Fees	\$0.00	

\$0.00 of \$85.00 Remaining

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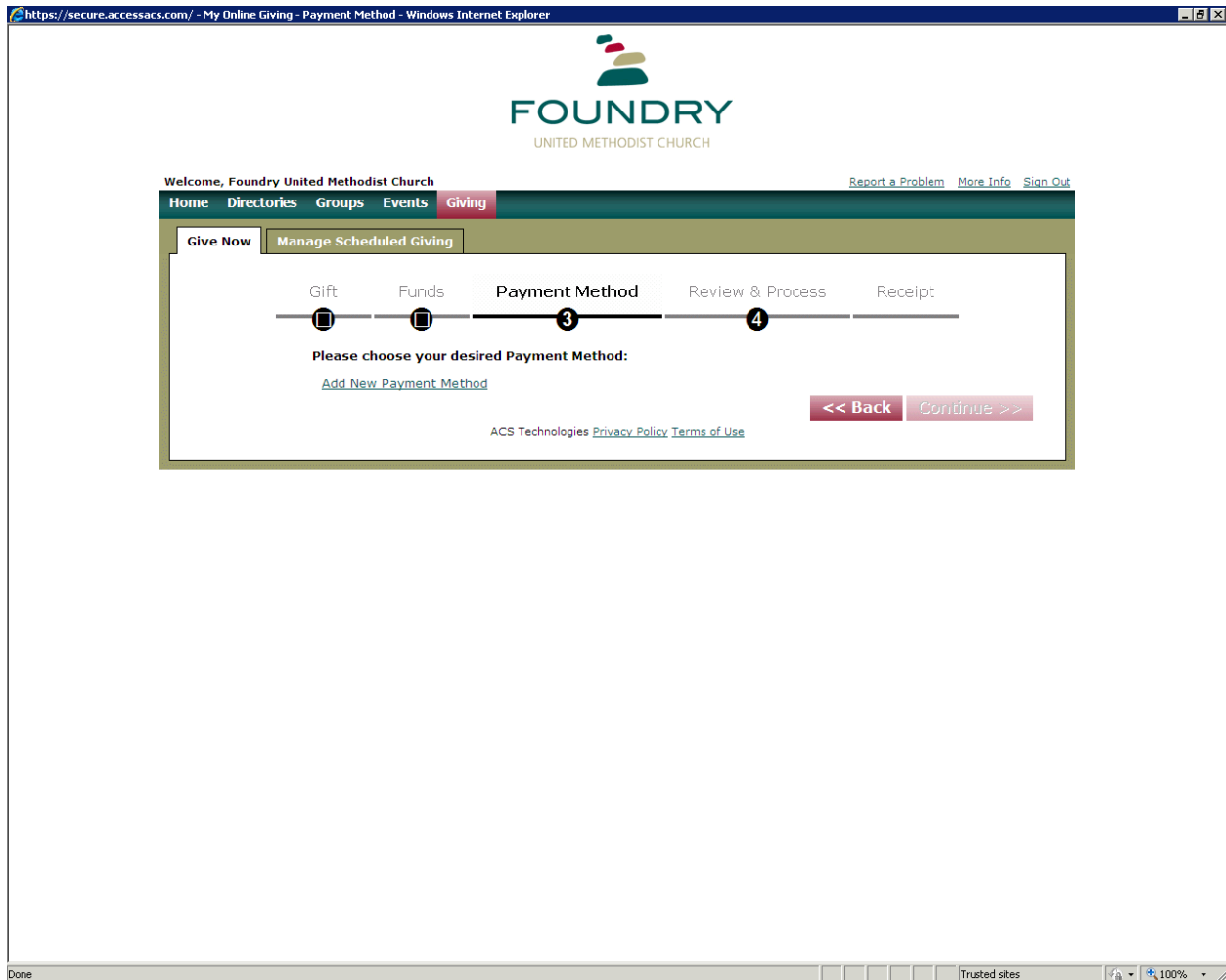
<< Back Continue >>

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You will now get the “Payment” screen.

If you already have a credit card set up on this site, that credit card should be listed and you can click on it.

If you do not have a credit card set up on this site, click on “Add New Payment Method” and you can fill it out from there.



Follow the prompts from here.

If you have trouble beyond this point, please contact me at AHammer@FoundryUMC.org



Welcome, Foundry United Methodist Church

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[Home](#) [Directories](#) [Groups](#) [Events](#) [Giving](#)

[Give Now](#)

[Manage Scheduled Giving](#)

Gift

Funds

Payment Method

Review & Process

Receipt

1

2

3

4

How much would you like to give? ex: 50.00

How often would you like to give? One Time Recurring

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[How Recurring Giving Works](#)
 Weekly
 Every 2 Weeks
 Monthly
 Every 3 Months
 Twice a Month

On which day of the month do you want to give?

When would you like to start giving?

When would you like to stop giving? End after: occurrences
 End by:

[Continue >>](#)