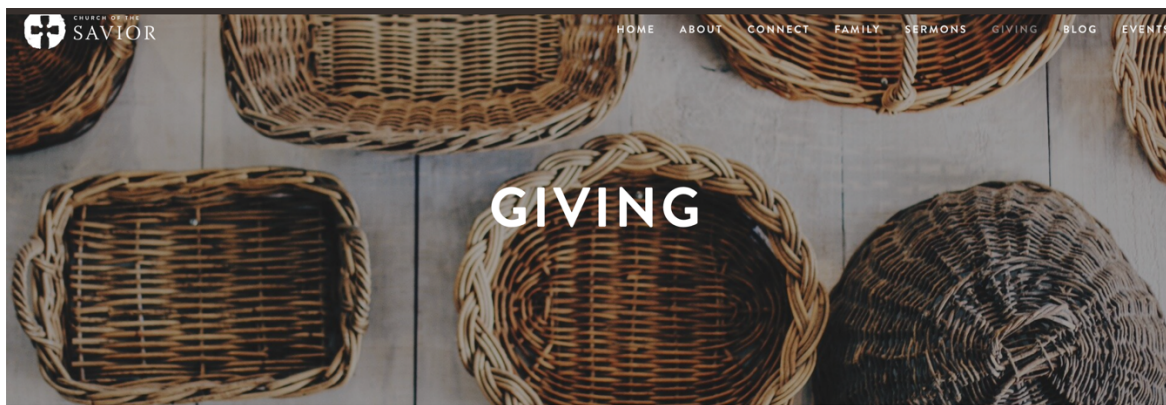




# Online Giving Tutorial

(Using SUBSPLASH for the first time.)

1. Visit Savior's Giving Page: [friendsofthesavior.org/giving](https://friendsofthesavior.org/giving)



## Thank you for your gift!

Your tax-deductible gift helps us preach the Gospel and to serve under-resourced people in our area. You can give either from your bank account or credit card. You may also cover the processing fees, if you wish. (Covering those is tax-deductible for you.)

*Thank you!* If you have any questions, please contact Savior's bookkeeper, [Jeanann@friendsofthesavior.org](mailto:Jeanann@friendsofthesavior.org).

2. Locate Giving portal.

FUND

Choose a fund

FREQUENCY

One-Time Weekly Monthly Every Tr

Enter a dollar amount to make a gift.

Next

- 3. Open drop down menu. Select the appropriate "Fund".  
(Ex: General Fund, Christ Our Peace - Oak Park, Benevolence Fund)

A screenshot of a donation form. On the left, there is a large '\$ 0' with a horizontal line underneath. To the right, there is a 'FUND' dropdown menu that is open, showing three options: 'General Fund', 'Christ Our Peace - Oak Park', and 'Benevolence Fund'. Below the dropdown menu are four frequency options: 'One-Time', 'Weekly', 'Monthly', and 'Every Two Weeks'. The 'One-Time' option is highlighted with a green border. Below these options is a text prompt: 'Enter a dollar amount to make a gift.' At the bottom of the form is a green rounded rectangular button labeled 'Next'. An orange arrow points from the top left towards the 'FUND' dropdown menu.

- 4. Select "Frequency" of gift.  
(Ex: One-Time, Weekly, Monthly, Every Two Weeks, Twice a Month)

A screenshot of a donation form. On the left, there is a large '\$ 0' with a horizontal line underneath. To the right, there is a 'FUND' dropdown menu with the text 'Choose a fund' and a downward arrow. Below it is a 'FREQUENCY' section with four options: 'One-Time', 'Weekly', 'Monthly', and 'Every Two Weeks'. The 'One-Time' option is highlighted with a green border. Below these options is a text prompt: 'Enter a dollar amount to make a gift.' At the bottom of the form is a green rounded rectangular button labeled 'Next'. An orange arrow points from the top left towards the 'FREQUENCY' section.

5. Enter Giving Amount \$\_\_\_\_ and click “Next”.

The screenshot shows a giving form with the following elements:

- A large orange circle containing the number "10" with a dollar sign "\$" to its left, indicating the giving amount.
- A "FUND" dropdown menu set to "General Fund".
- A "FREQUENCY" section with four options: "One-Time" (highlighted with a green border), "Weekly", "Monthly", and "Every T".
- Text below the frequency options: "One-Time gift of \$10.00 to the General Fund Fund on **November 3, 2021**".
- A green "Next" button at the bottom, with an orange arrow pointing to it from the left.

6. Arrive at the SUBSPASH landing page and select “Continue with Email”.

The screenshot shows the SUBSPASH landing page with the following elements:

- A grey header bar with a back arrow on the left, "Church of the Savior" in the center, and a profile icon on the right.
- A large "10" at the top center.
- Text below the "10": "Choose an option to sign up or log in."
- Two blue buttons: "Continue with Email" (with an envelope icon) and "Continue with Facebook" (with a Facebook icon). An orange arrow points to the "Continue with Email" button.
- The word "Or" centered below the buttons.
- A white button labeled "Continue as Guest".
- The word "SUBSPASH" in a blue oval at the bottom.

7. As a first-time user of SUBSPASH, you will need to Sign up. Please **sign up using the email account listed in Breeze** (Savior's online church database).

Log in      **Sign up**

---

### Create a new account

First name      Last name

---

Email address

---

Create password

---

Confirm password

---

By clicking on Create account, you agree to **Subsplash's Terms of Use** and **privacy policy**.

**Create account** ←

SUBSPASH®

After your account is created, in the future you will simply “Log in” (with email and password).

**Log in**      Sign up

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### Welcome back

Email address

---

Password

---

[Forgot Password](#)

**Log in**

SUBSPASH®

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This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

8. After your account is created, a confirmation email is sent to your email address. (Check spam folders).



**We've sent you a link to confirm your email address.**

Check your email to continue

SUBSPASH®  
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9. Once email address is confirmed, you will click “Continue”.



**Account Verification Successful**

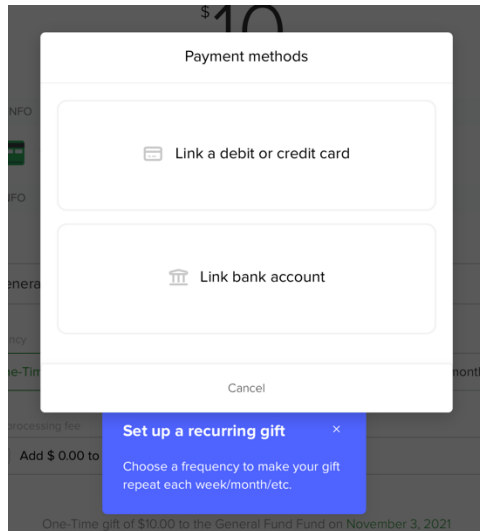
Your account is now active.

[Continue](#)

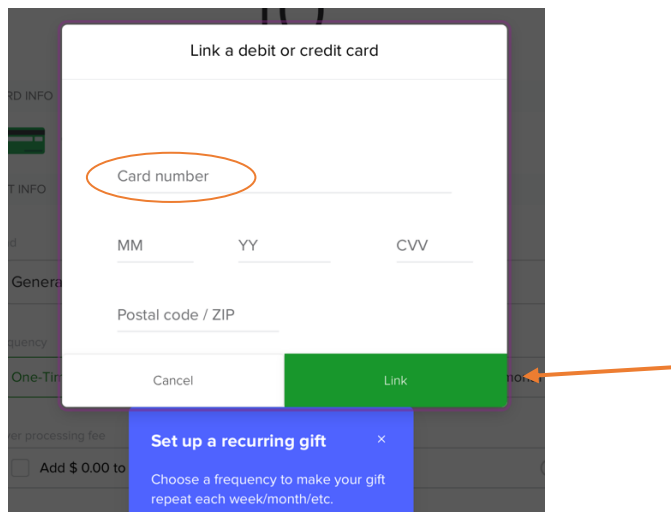


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10. If you've created an account and logged in, next you will choose "Payment methods".  
(Ex: "Link to debit or credit card", or "Link to bank account") Please note, the processing fees for Savior are lower when payment runs through the bank account.



11. If using credit/debit card, enter the card details, and click "Link".



12. If using bank account, select the Account Type from drop down and fill in all account details. And click “Link”.

The screenshot shows a mobile application interface for linking a bank account. The form is titled "Link bank account" and is overlaid on a "Confirm gift" screen. The "Account type" dropdown menu is open, with "Personal" selected and "Company" as an option. Below the dropdown are input fields for "Name on account", "Routing number", "Account number", and "Confirm Account Number". At the bottom of the form, there are two buttons: "Cancel" and "Link". An orange arrow points to the "Link" button.

Setting up your bank account will take a few days. SUBSPASH will make a few small deposits into the account you provide, then remove them. This takes 2-3 days.

Once you’ve selected “Link”, you will go through a bank account verification process and will receive an email explaining the process. Shown in the text below:

#### **Verify your bank account to give to Church of the Savior**

When you signed up to donate to Church of the Savior using a bank account we made **two test deposits** in your account. The deposits are labeled "Subsplash" from Subsplash Wallet.

Please verify the amounts of these deposits to ensure that your gifts to Church of the Savior are withdrawn from the right bank account.

#### **VERIFY DEPOSITS**

##### **How do I verify these deposits?**

1. Find the two small deposits in your online bank statement labeled "Subsplash" from Subsplash Wallet.
2. Enter the amounts of these two deposits on the web page linked to this email. Then your bank account will be verified!
3. Make sure to enter the two **deposit** amounts-NOT the final withdrawal amount.


13. Lastly, before submitting payment, you are provided the option to give processing fees.

Cover processing fee

Add \$ 0.61 to my gift ?

14. Once submitted, you will see that your gift was received!

Gift Received ?



**Gift received, thank you!**

You gave a one-time gift of \$10.61 to the General Fund fund.

[Make another gift](#)

[Return home](#)

A **receipt of the transaction** will be emailed to the email account you used to make this donation.



15. Looking back to step #6, upon arriving to the SUBSPASH landing page; you may also donate as a guest, by selecting “Continue as Guest”. This is quicker process, but you will have to enter the information each time.

Church of the Savior

\$10

Choose an option to sign up or log in.

Continue with Email

Continue with Facebook

Or

Continue as Guest

SUBSPASH\*

When giving as a guest, you will only have the option to give with credit/debit card. And you are only able to give with the frequency of a “One-time” gift.

\$10

**Your information**

First name Last name

Email address

**Payment method**


Card number

1234 1234 1234 1234

Expiration date CVC ZIP/postal code

MM / YY 123

[Log in to give with your bank account >](#)

 Gift details

Fund

General Fund



Cover processing fee



Add \$0.61 to my gift

Memo (optional)

280/280

Add a note to your gift.

Frequency

One-time



[Log in to set up a recurring gift >](#)



 Confirm your gift

Add a payment method to give

Questions about giving? You may contact Church of the Savior's *Bookkeeper*, Jean Ann Parker:  
[jeanann@friendsofthesavior.org](mailto:jeanann@friendsofthesavior.org).