



## INSTRUCTIONS FOR ONLINE GIVING

### Let's learn how to create an online giving account!

- Go to [www.valleybrook.cc](http://www.valleybrook.cc)
- Click on Get Connected, then Giving
- Click on "Give Online" button
- Select "Set up an account" from the options on right side of the pop-up box
- Enter your personal information
- Click "Create your account"

### Ready to give?

- Log into your account (Click on "Give Online" button from Giving page), unless you are already there
- Enter amount you wish to give
- Select a giving frequency (one time, weekly, every two weeks, etc.)
- Choose a Fund (General or Building)
- Choose to make your gift immediately, or on a specific future date
- Select your payment method (eCheck is the option that we offer at the present time)
- Enter your account information
- Verify or update your billing Info, as necessary
- Click "Schedule new Contribution"

### Need to update or change a recurring gift?

- Go to [www.valleybrook.cc](http://www.valleybrook.cc) and click on "Get Connected" then "Giving"
- Click on the "Give Online" button and log into your online giving account
- Your upcoming scheduled contributions will be listed at the bottom of the screen
- Click "Edit" next to the gift you want to change
- Make any changes necessary
- Click "Update"
- *Note: a transaction will not be processed if it is not your regularly scheduled time*
- *Note: you can also delete an upcoming scheduled gift by clicking "del", instead of "edit"*

### More questions or having trouble?

Give us a call in the Valley Brook office at (860) 844-0001.