

Manage Your Automatic Payments On-Line

To establish an automatic withdrawal from a bank account (EFT) or an automatic credit card payment, you will need to select “Make a Payment” beneath the Giving menu on the Fellowship website. This will prompt you to create a profile using an e-mail address and a password. From this, you will be able to:

- Schedule monthly, quarterly or annual payments for the Annual Pledge Year. This can be designated to go towards the prior or future pledge year as well.
- Schedule monthly, quarterly or annual payments towards the Capital Campaign.
- Make a donation to the Endowment Fund. This can be designated
 - In honor of
 - In memory of
 - For the Memorial Garden
 - For the purchase of plaques
- Make a donation towards the purchase of fair-trade coffee.
- Make a miscellaneous donation to the Fellowship.

Once you have created the profile, you will need to:

- Select the type of donation you wish to make (current pledge year, Capital Campaign, etc.) by keying the dollar amount of the donation into the appropriate box.
- Select the frequency of the donation.
- Select whether you would like to have your donation automatically processed on the 1st or the 15th of the month.
- Select your payment method and hit continue.
- On the next screen you will key in your donor information and either your bank account information or credit card information, depending on what you selected on the prior screen.
- This screen will also give you the ability to save your profile.
- The final step is to review your donation information and hit process.

This log-on will also allow you to view your online payment history, make changes to your payments or cancel any scheduled payments.

Please Note: The Fellowship is charged a 2.75% fee for all credit card transaction. This means, that for your \$100 donation via credit card, the Fellowship only received \$97.25. Therefore, we ask you to consider either making your donation via EFT (bank withdrawal) or opting to add the additional 2.75% to your donation to offset this fee.

For any questions, comments or concerns regarding your pledge, payments, or using the online donation link, please contact Katy Julich, Finance Coordinator at 973.540.1177 x201 or accounting@muuf.net.