

Manage Your Automatic Payments Online

To establish an automatic withdrawal from a bank account (EFT) or an automatic credit card payment, you will need to:

- Go to the Annual Pledge page of the Fellowship website, www.muuf.org/annual-pledge/
- Select “Make a Payment” from the menu on the right side of the screen.

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 free-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 (monthly, quarterly, one-time).
- 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 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, please contact the Stewardship Committee at stewardship@muuf.org. If you have questions, comments or concerns regarding payments or using the on-line donation link, please contact Katy Julich, Finance Coordinator at accounting@muuf.org.