

Establishing Automatic Payments in Realm

Log onto REALM via onrealm.org. If you have not set up your account, please use the email that you were sent on June 4th or request to have the log on link resent.

Select the **GIVING** tab from the column on the left side.

Then you will need to select the blue box that says "+Give" in the right hand box. A picture of the screen you will see is attached.

To set up the automatic pledge payments:

o For Give

1. input the dollar amount of **EACH** payment (ex. If paying monthly, enter your monthly payment).
2. The default "o account" is Operating Budget, so for Pledge payments that should be left as is.

o For Frequency

3. Select the frequency of the donations (i.e., one-time, monthly).
4. Select either the 1st or the 15th of the month for the donation to be processed on.

o For Starting

5. Select a starting date for the donation (i.e., July 1st or July 15th).
If you do not do this, it will start immediately.
6. Select an end point (a date - 6/30/18, number of donations - 12).
If you do not do this, it will continue indefinitely.

o Complete the payment information section

Once you have established your payment information, you can use it to make donations to Endowment, Capital Campaign, and Sunday Offering as well as pay for your Service Auction purchases.



Giving Details

Give * **1** 150.00 to **2** Operating Budget
+ Give to an additional fund

Frequency * **3** Once a month on the **4** 15th

Starting * **5** 07/01/2017 until **6** An end date of
06/30/2018

Occurs on the 15th day of every month beginning June 15, 2017.

Payment Information

Account Nickname

Account Type Credit/Debit Card

Account Number *



Expiration Date * /

Name on card * Katy Julich

Billing Address Line 1 * 6 East Madison Ave.

Billing Address Line 2

Billing City * Florham Park

Billing State * New Jersey

Billing Postal Code * 07932

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