

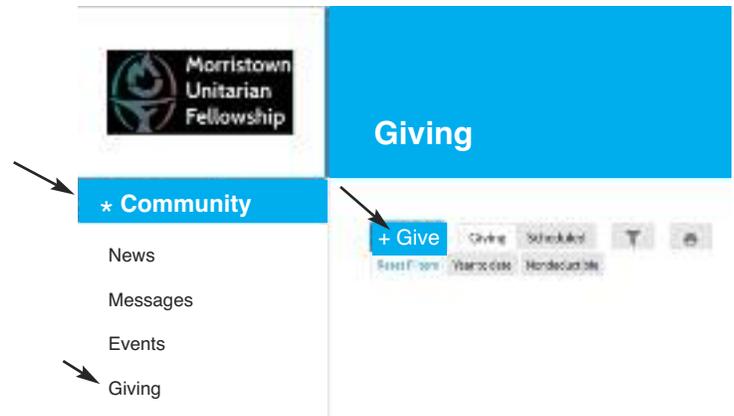
# Establishing One-Time Payments in Realm

If you have not set up your REALM account yet, please use the log on link that you were emailed on June 4th or email our administrator (admin@muuf.org) to request that she re-send you the link.

If you have already set up your REALM account, go to onrealm.org or click REALM member at the bottom right of the muuf site and log in, using your email and password.

## To set up a one-time payment:

1. Select the COMMUNITY tab on the left panel
2. Click GIVING on the list that will appear below
3. Click the blue +Give button on the right



## When the Giving Details appear

4. GIVE - Input the dollar amount of the payment.
5. TO - Click the drop down arrow and make your selection (for Service Auction – **Fndrsr – Purchase of Services**)
6. FREQUENCY - the default is one-time
7. ON - The default date is the current date. (For a different date, click on the calendar and select it.)

## Giving details

Give\*  to

Give to an additional  CC Fees Offset - OB Sunday Plate

Frequency\*

On\*   Miscellaneous Contributio

## Payment information

8. Choose existing credit card account or add new payment method

## Payment information

Account\* [+ add new payment method](#)

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.

To pay for your purchases using your cell phone: text the keyword **MUUF Fundraiser \$\_\_\_** (insert dollar amount) to **73256** (our "text to give" number). The response will say "You're almost there" with a link to click to complete your gift. Input your credit card information and you're done! (You'll only need to input your credit card information the first time you use this method.)

*Please note that payments for events/purchase of services will NOT appear on your giving page since they are not donations to the Fellowship.*