# **Online Giving**

Giving accounts, also known as "Member Access Accounts," are a great way to manage your recurring gifts and/or give guickly through a previously-used card or bank account.

#### To set up a donation:

- 1. Log into Breeze and Click on "Give Now" (left column)
- 2. Make a contribution using your chosen payment method
- 3. Your payment method will now be stored in Breeze for future contributions

#### To manage your recurring gift(s):

- 1. Log into Breeze.
- 2. Click the "Give Now" tab in the upper left.
- 3. Click "Recurring Gifts" from the navigation on the left and click "change" to adjust the recurring gift you would like to change.

## To give from a previously used card or bank account:

- 1. Log into Breeze.
- 2. Click the "Give Now" tab in the upper left.
- 3. Enter the amount you would like to give and any other selections you may want to make and click "Donate Now."

## To delete a donation method from your account:

- Log into Breeze and Click on "Give Now"
- 2. Click "Payment Methods" on the left
- 3. Click the x to the right of the payment method you would like to delete.

Every time you make a payment you should receive an email thanking you for your donation. It will look similar to the example below. If you do not see the email in your in box, please check your spam/junk folder.



Once you have set up/submitted your reocurring giving or made your one time gift, you can log out of the system or you will automatically be logged off once you close your browser.

Please note, you will not be able to see your recurring gifts in the "give now" section until after your first gift processes and the gift has been associated with your account.

#### **Covering Transaction Fees**

<u>Learn more</u> about how transaction fees are calculated and how you can help the church cover these transaction fees.

### **Error Message - Suspicious Activity**

After processing several payments you may receive an error message preventing you from entering any more payments/contributions. We know this can be frustrating, however, this is a security measure to protect the church and Breeze from any fraudulent activity. If you receive this block or anticipate having a need to process multiple payments from a single location please email <a href="mailto:security@breezechms.com">security@breezechms.com</a> and they will clear your device (computer, phone or tablet) and allow you to continue with your contributions.

"I am with St. Luke the Evangelist. I have received an error message and have been blocked from entering any more contributions. Please clear my device (computer, phone or tablet)."