



TO SET UP AN ACCOUNT

- 1) Locate the invite email and click the blue button (“create your log in”). If you did not receive an email and wish to activate a BREEZE account, please email records@fcbcjax.org.
- 2) Complete the form (username, password, confirm password), then click submit.

IMPORTANT NOTE: Your username is the email address entered in your church profile.

- 3) Next, click “log in” and enter your newly created username and password.
- 4) Congratulations, you are logged in! (You can now give through logging into your personal account or through the giving page on the church’s website.)

NAVIGATING BREEZE

DASHBOARD

You will see a “my profile” box and an “online giving” box on your dashboard. The dashboard is one of the many places you can access your profile and online giving through Breeze.

NOTE: More Dashboard features will be unlocked in the weeks to come.

MY PROFILE

If you click “giving” on the left side of the screen you will be able to see your past giving contributions. Contributions you will see include online, text, cash, and check donations.

GIVE NOW

On the sidebar menu are three options:

Give: You can give online here by following these steps:

- 1) Type in the amount you want to give.
- 2) Click the down arrow and choose the fund where you want your donation to go.

NOTE: If you do not choose a fund, it will automatically default to the General Fund.

- 3) Choose the frequency of your donation by clicking the down arrow that states "give this one time." If this is a one-time donation, change nothing. If you want to create a recurring gift, choose the frequency from the dropdown menu. (Recurring gifts can be changed at any time.)
- 4) Once steps 1-3 are complete, click continue and enter your name, email, and payment information. There is a comment box available if needed.
- 5) Ensure all information is correct and click submit!

REMEMBER to always use your profile email (from your original invite) to ensure that your donations associate with your personal profile and reflect correctly on your end of the year tax statement.

NOTE ABOUT THE PROCESSING FEE: An option to cover the processing fee is now available, but NOT required. However, if you choose to cover the fee, you will receive credit on your tax statement and the entire amount will be reflected on your giving page.

Recurring gifts: To change the amount given, the frequency of the gift, add/remove the processing fee to your amount, or to cancel the recurring gift completely, just click the "change" button.

Payment methods: You can delete past saved cards here. Breeze automatically saves your past payment method in your profile; however, the method can be changed at any time.

**For help with Breeze, please email
mmartin25@fbcjax.org.**