

# *ONLINE GIVING*

## **SOUTHWESTERN TEXAS SYNOD**

It's as simple as **1, 2, 3, 4!** Go to the Southwestern Texas Synod website at [www.swtsynod.org](http://www.swtsynod.org). Locate the "**Access ACS Login**" at the top right corner – and login with your **church's ID** and password (previously sent to your congregation's email – if questions, send to [info@swtsynod.org](mailto:info@swtsynod.org), or call the synod office at 830-379-9900.)

Once logged in, locate the "**Giving**" tab.

**1) Gift:**

- a. How much would you like to give? \_\_\_\_\_ (example: \$1,000.00)
- b. How often would you like to give? (  ) One Time (  ) Recurring (select one)
- c. When would you like to give? \_\_\_\_\_ (select or enter date)

**2) Funds:**

Enter amount(s) on selected funds, and if necessary an additional description.

Example:	ELCA-SWTS Mission Support	<u>\$600.00</u>	_____
	World Hunger – A4	<u>\$200.00</u>	_____
	Wildfires Disaster 2011	<u>\$100.00</u>	<u>Bastrop</u>
	Campus Ministry (LCM)	<u>\$100.00</u>	_____

**3) Payment:** *If you cannot see the entire payment screen, press the F11 key to open up your screen and after you have completed this process, press F11 again.*

*Online Giving* payments are accepted by electronic check (ACH) only. You will need your bank's routing number, bank account number, but not a check number.

*(Tip: You can process and print your check, then after submitting online, mark it 'paid electronically' and attach your receipt for your records.)*

**4) Review & Process:**

Allows you to review before submitting the payment. You will receive a receipt and one will be sent to your church email.

If you prefer to continue to give by mail, checks must be **payable to: Southwestern Texas Synod**, with the fund name(s) and amount(s) listed on the remittance form or check memo line.