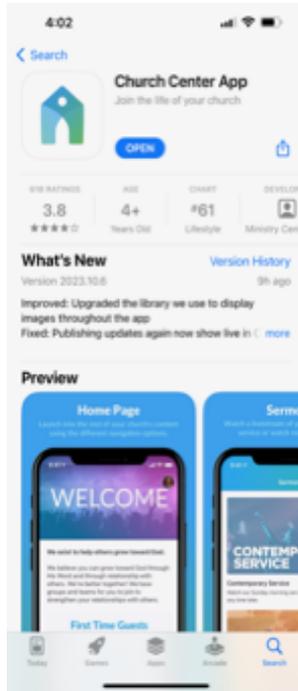


Setting up Giving in Church Center from a Mobile Device

Please ensure that your recurring giving is canceled through Infellowship, our old giving platform, prior to setting up your new giving through Church Center so you are not charged or drafted twice for your gift.

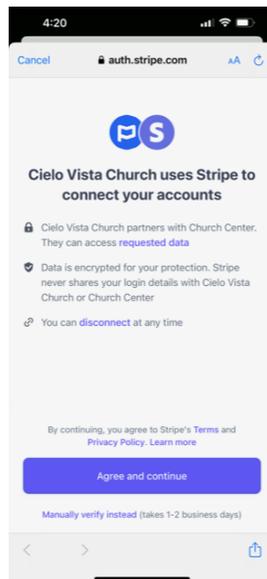
1. Download and install the church center app through your App store or Play Store.



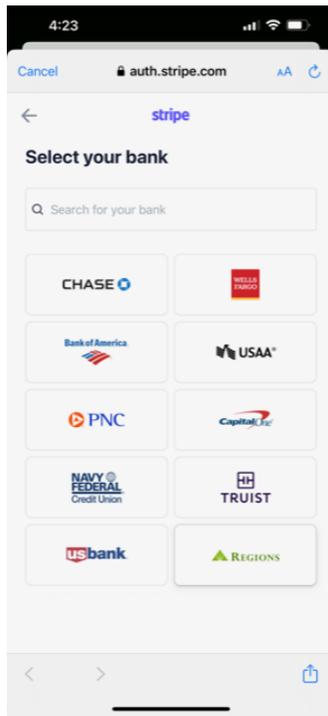
2. You will be prompted to create an account using your phone number or e-mail address if you have not already downloaded the church center app onto your phone. Follow prompts to set up your account.
 - a. You may need to turn on your device's location to locate Cielo Vista Church in the app if it is not on.
 - b. Once Cielo Vista Church pops up, select this church.
3. You will then be routed to the home page of Cielo Vista Church in the app which should look like the image below.



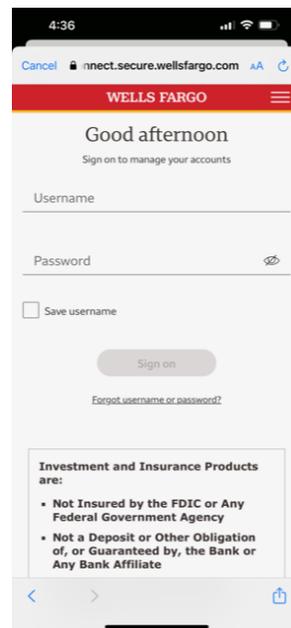
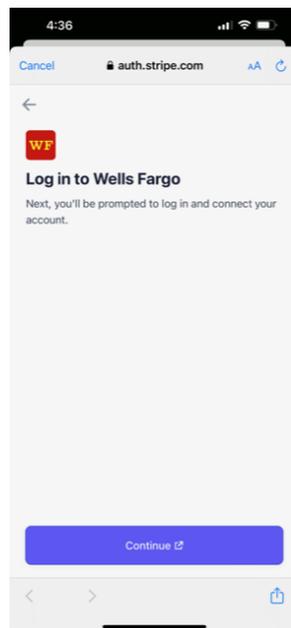
4. At the bottom of the screen, you will see a ribbon menu identifying Home, Calendar, Groups, Give and More. Click on Give.
5. Enter the dollar amount you would like to give. Then click Next.
6. Under Fund, click on the down arrow. Here you will see the different areas where you can give to. They are:
 - a. Tithes | Diezmo
 - b. Offering | Ofrendas
 - c. ShipBuilders
 - d. Missions | Misiones
 - e. Benevolence | Benevolencia
 - f. Building | Fondo para Edificio
7. Select the fund where you would like to Give.
8. Next select the frequency. Here you can select to do a one-time gift or set up recurring giving based on options b through e below. Click on the down arrow and you can select from the following options:
 - a. One Time (now)
 - b. Weekly
 - c. Every Other Week
 - d. Monthly
 - e. Twice Monthly
9. Next you will select your Payment Method. You can select to add a bank account or add debit/credit card.
 - a. Please note that you may opt to cover the processing fee for your transaction which is .30 for giving through bank or \$.30 + 2.15% for debit/credit card.
 - b. Adding Bank Account, you will be directed to the following screen. Cielo Vista Church uses Stripe to connect your bank account to your giving transaction.



- i. Click agree and continue.
- ii. You will then be prompted to search and select your bank. If your bank is not listed in one of the images, search by entering your bank/financial institution name.



- iii. Once you select your bank, you will be prompted to login with your online bank information to connect your account.



10. Once bank account information is entered Stripe will validate the account is correct and active given the information you have provided.

11. Adding Debit/Credit Card

- a. You will need to enter the following information:
 - i. Card Number
 - ii. Expiration Date
 - iii. CVC
 - iv. Zip
- b. Once entered, click save.

- c. Next you can opt to cover the processing fee and view what that processing fee is based on your gift.
- d. Click Next
- e. You will then be prompted to confirm your gift whether by Bank Draft (ACH) or debit/credit card. If the information is correct, click Give \$ (dollar amount) now to process your gift.

