

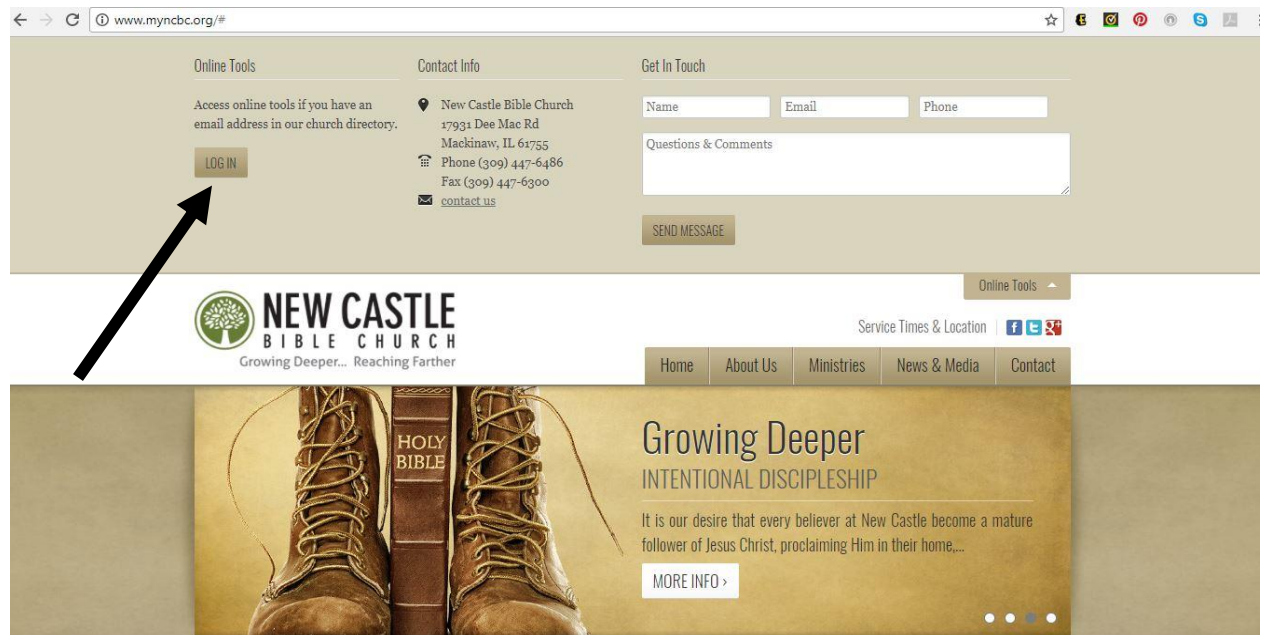
# Setting Up Online Giving

## How to log into CCB:

1. Go to MyNCBC.org
2. Click **“Online Tools”**

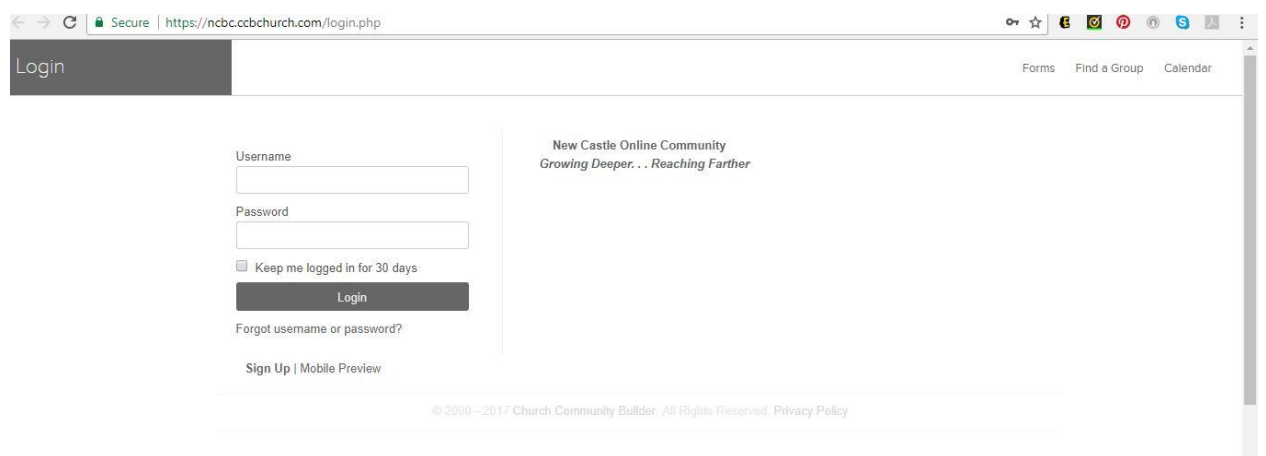


### 3. Click “Log In”



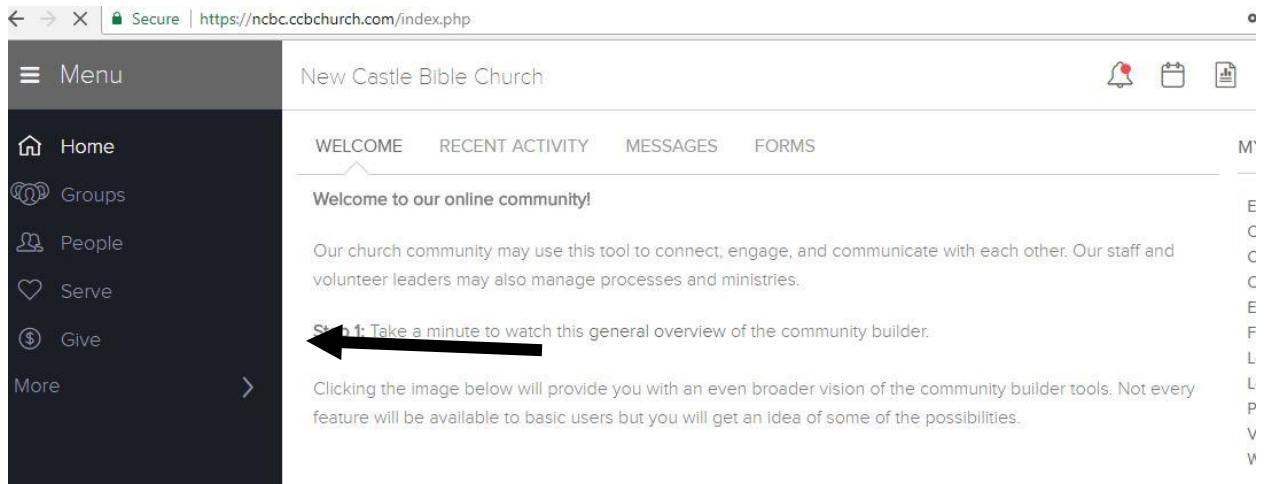
### 4. Enter your **user name** and **password** and click “Log In”.

- a. If you do not have a user name or password for CCB, please contact the church office and we will get you started.
- b. If you do not remember your user name and/or password, please contact the church office and we will reset it for you.

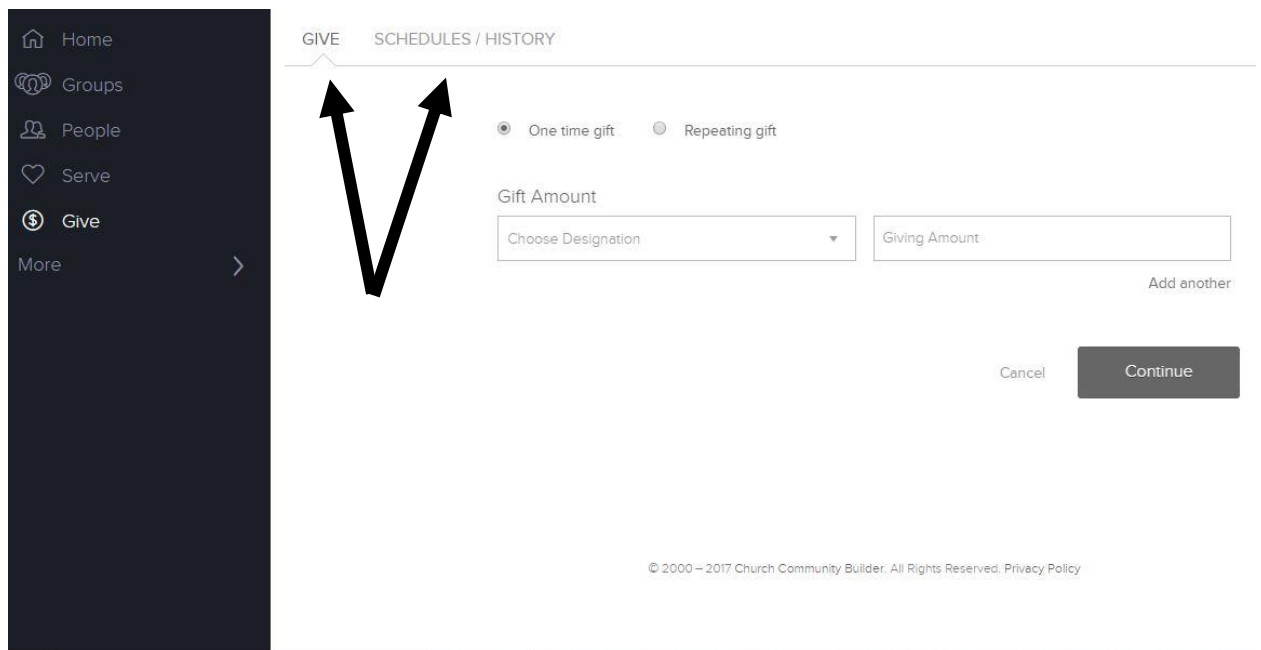


## How to give online:

1. Click the **“Give”** menu option on the left.



2. Notice there are two tabs. **“Give”** and **“Schedules/History.”**



3. Click **“Give.”**

4. Select either **“One-Time”** or **“Repeating Gift.”** (Hint: You can select “repeating gift” and choose a future date to give a one-time gift in the future.)

The screenshot shows a mobile application interface for giving. On the left is a dark sidebar with navigation options: Home, Groups, People, Serve, Give, and More. The main content area is titled 'GIVE SCHEDULES / HISTORY'. It features two radio buttons: 'One time gift' (selected) and 'Repeating gift'. Below these are two input fields: 'Gift Amount' and 'Giving Amount'. A dropdown menu labeled 'Choose Designation' is positioned between the two input fields. Two black arrows point from the 'One time gift' radio button to the 'Choose Designation' dropdown and to the 'Giving Amount' input field. At the bottom right, there are 'Cancel' and 'Continue' buttons. A copyright notice at the bottom reads: '© 2000 – 2017 Church Community Builder. All Rights Reserved. Privacy Policy'.

5. Use the drop down arrow to **“choose designation”** of the gift.
6. **Enter the amount** of the gift.

7. If you choose **“Repeating Gift,”** an additional option for **“Schedule Details”** will pop-up. Choose your chosen schedule frequency from the drop down menu. And then choose one of the check boxes allowing you to repeat the gift until you stop it or to give for **“x”** number of times.

The screenshot shows a web interface for giving. On the left is a dark sidebar with navigation options: Home, Groups, People, Serve, Give (highlighted), and More. The main content area is titled 'GIVE SCHEDULES / HISTORY'. It features two radio buttons: 'One time gift' (unselected) and 'Repeating gift' (selected). Below this are two input fields: 'Gift Amount' with a dropdown menu labeled 'Choose Designation' and a text box labeled 'Giving Amount'. To the right of the 'Giving Amount' box is a link that says 'Add another'. Below these is the 'Schedule Details' section with a dropdown menu labeled 'Choose Frequency' and a text box labeled 'Starting Date'. Underneath is the 'Continue Until' section with two radio buttons: 'I stop this repeating gift' (unselected) and a text box followed by 'gifts have been made' (unselected). At the bottom right are 'Cancel' and 'Continue' buttons.

8. You can split your gift by clicking the **“Add Another”** link.

This screenshot is identical to the one above, showing the 'GIVE SCHEDULES / HISTORY' form. However, a thick black arrow points from the bottom right towards the 'Add another' link located to the right of the 'Giving Amount' input field. At the bottom of the page, there is a small copyright notice: '© 2000 – 2017 Church Community Builder. All Rights Reserved. Privacy Policy'.

9. Click **“Continue.”**

10. Your contact information is loaded from your profile. Make any changes necessary.

### Payment Information

First Name

Please enter a first name.

Last Name

Please enter a last name.

Street

Please enter a street.

City

Please enter a city.

State

Please enter a state.

Postal Code

Please enter a postal code.

Email

|

Please enter an email.

Update profile with this contact information.

PAY TO THE  
ORDER OF

\$

⑆ 23456789⑆ 1234567890⑆ 1234⑆

Routing Number

Account Number

Check Number

Routing Number

Account Number

Confirm Routing Number

Confirm Account Number

Save payment information for future use.

I authorize New Castle Bible Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Back

Continue

11. Enter the **“Routing Number”** and the **“Account Number”** of your checking account.

12. The **“Save information”** check box is only available for one-time gifts.

13. Check the authorization check box.

Payment Information

First Name

Please enter a first name.

Last Name

Please enter a last name.

Street

Please enter a street.

City

Please enter a city.

State

Please enter a state.

Postal Code

Please enter a postal code.

Email

|

Please enter an email.

Update profile with this contact information.

A check image with the following details:

- Pay to the order of: \_\_\_\_\_
- Amount: \$ \_\_\_\_\_
- Routing Number: 11 234 56 7890
- Account Number: 1 234 56 7890
- Check Number: 1 234

Routing Number

Account Number

Confirm Routing Number

Confirm Account Number

Save payment information for future use.

I authorize New Castle Bible Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Back

Continue

14. Click "Continue."

15. A confirmation page will pop-up. Confirm and you are done.

**Please note:** Gifts given from your checking account normally take 2-3 days to process completely so plan end-of-year giving accordingly.