

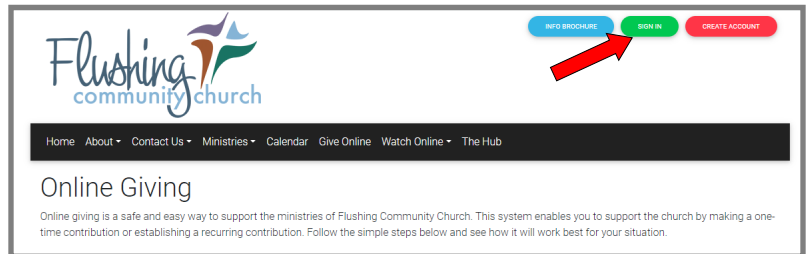
Instructions on transferring your ONLINE GIVING from CDM+ to Planning Center

WHERE DO I BEGIN?

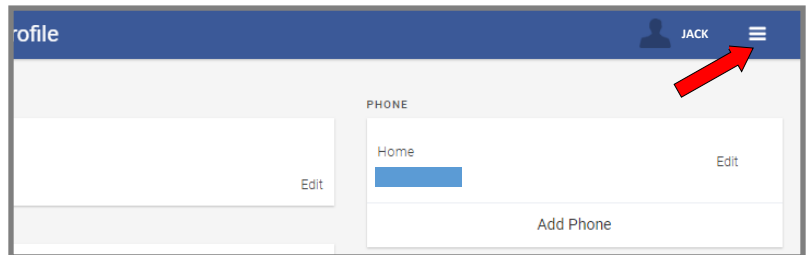
- IF YOU ARE NEW TO ONLINE GIVING, then go to the next page to begin Planning Center.
- IF YOU ARE CURRENTLY MANUALLY GIVING EACH GIFT, then you don't have to do anything with CDM+. Just go to the next page to begin Planning Center.
- IF YOU CURRENTLY ARE GIVING AN AUTOMATED REOCCURRING GIFT, then start **HERE!!**

END AUTOMATED GIVING WITH CDM+:

Step #1: Login to your CDM+ account using your username and password. This can be done from your computer web browser or navigate to www.flushingcommunity.org. **NOTE:** this button could change to "Sign In to CDM" in the near future.

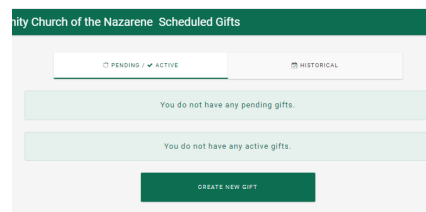
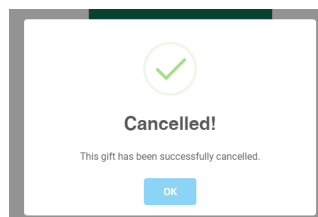
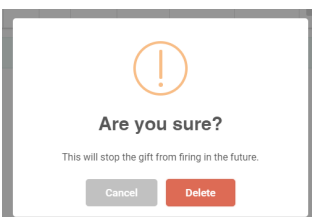
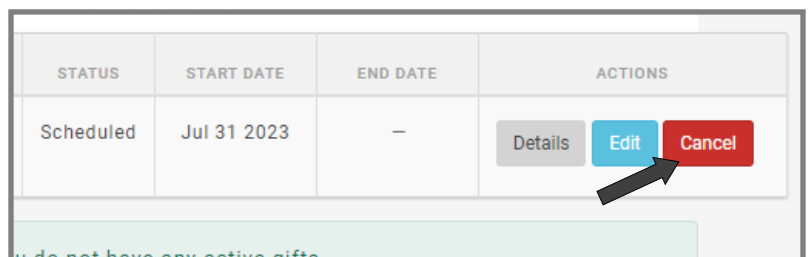
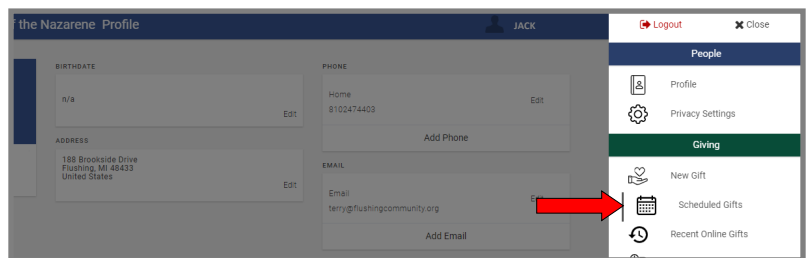


Step #2: Once you are logged in, select the Menu next to your name by clicking the 3 lines in the top right corner of your CDM+ Dashboard.



Step #3: Click "**SCHEDULED GIFTS.**" This will open the portal that shows your next scheduled reoccurring gift.

- On the ACTIONS tab, click **CANCEL**.
- It will ask, "Are you sure?" Click **DELETE**.
- When you are successful, a box will appear that says, "CANCELLED!" and you should click **OK**.
- Finally, your screen should say "You do not have any pending or active gifts."
- You can now sign out and create your **NEW** account with Planning Center (next page).



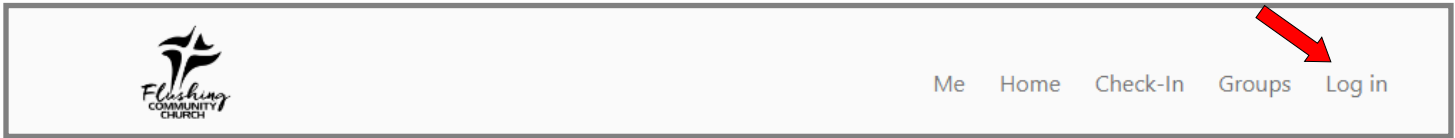
Now let's set up your **NEW** account with Planning Center! →



Instructions to begin ONLINE GIVING with Planning Center



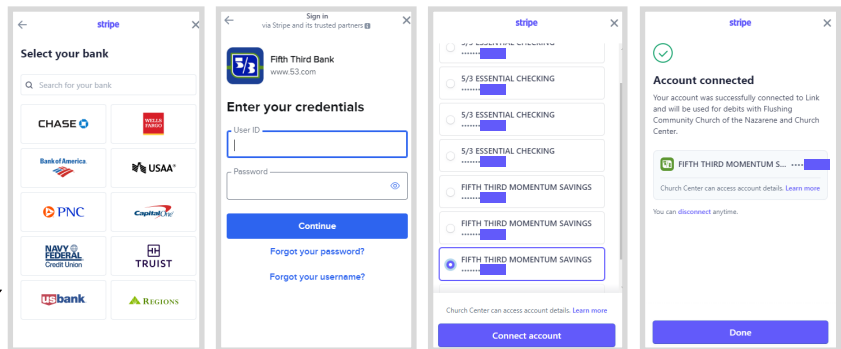
Step #1: Using a laptop or desktop computer ONLY, type this address into your browser :
<https://flushingcommunity.churchcenter.com/giving> and click **Log In**:



Step #2: The log in process will ask you to verify by using a MOBILE phone number we have on our database for you. **NOTE:** *if we don't have your cell, you may use the email option. If we have neither, you may need to call the office.* A six-digit code will be texted (or emailed) to you. Type that code in and click **NEXT**.

Step #3: If successful, a “welcome” message will appear and you can enter into the giving dashboard. From here, you must **ADD BANK ACCOUNT** (be patient - this can take some time - but it is safe & secure through **STRIPE** - a third party vender).

- ⇒ “Add Bank Account”
- ⇒ “Verify your account”
- ⇒ “Agree and continue”
- ⇒ Select the banking institution you want to give through - *to save on processing fees, FCC does not currently accept credit or debit cards for tithes and offerings.*
- ⇒ Log in with your personal banking credentials and the system will verify (*this can take a few moments*).
- ⇒ Choose the account from your bank and click **CONNECT ACCOUNT**.
- ⇒ Once the account is successfully connected, click **DONE**.



If you have any issues or questions in setting up your giving through Planning Center & Stripe, you can call the office (810-732-0282) and speak with Tammy Davis (T,W,F) or Pastor Troy (M-Th).

Thank You!

Step #4: From here, you can set up your automated reoccurring gifts by the selections within the Dashboard!