

ACS Access Online Giving Procedures

You must have your ACS Access account set-up before you can start ACH online tithing.

1. Sign in to your Rockpointe access account.
2. Click on the “Giving” tab found along the top of the page.
 - You can click on the tab directly or select “Give Now” from the drop down choices.

OR

Click on the “Give Now” button found in the “My Giving History” information box on your account overview page.

Either way, you will be directed to your “My Online Giving” page.

3. In the “Enter New Contribution” box fill in the following fields:
 - “Give To” - Here you select the fund you wish to give into.
 - “Amount” - Fill in desired amount you wish to give to selected fund.
 - “Optional Memo” - If you have any special comments or instructions put them here.
 - Check the “Recurring” box if you wish to have this set up as a automatic recurring contribution.
 - How Recurring Giving Works - The first donation in this series will be transacted immediately upon the approval of your online giving payment submission. Subsequent contributions will be transacted according to the scheduled frequency you will be asked to select. Frequency will occur relative to the first payment date. You may manage the schedule for recurring gifts in the Give Online section of Giving.
 - Click on the “Add” button to have this entered in your contribution.

If you wish to give to multiple funds you must repeat the steps above selecting the desired fund, entering amount, then clicking on “Add” until you are finished entering your total contribution. You will see the breakdown of the funds you have selected and the amounts you entered in each and a total gift amount.

4. Once you are done entering your contribution completely, click the “Give” button.

You will be directed to the Payment Information Screen where your contribution will now be displayed for you to review.

5. Review your payment information making sure the “Amount Due” is correct.
 - The address information is automatically filled in with your address we have in our system. If you should happen to have a different billing address than what gets automatically entered you will have to go through the fields and make the changes.
6. Enter your banking account information in the correct fields.
 - Routing (ABA) Number
 - Account Number

7. Click on the “Submit Payment” button.

You will be directed to a page saying “Payment Successfully Submitted” with your payment details.

8. Print a copy of this for your records. Look in the upper-right-hand corner to do so.