

New Jersey Synod Congregational Online Giving Instructions for Mission Support and Other Gifts:

The New Jersey Synod has implemented a new online giving system for congregations that integrates with our current accounting system. We are excited to be able to offer this option to our congregations given the growing mail theft cases of mailed checks.

We are encouraging you and your congregation to use the new online giving option. Please consider this as it will be a more secure and efficient way to give and receive congregational gifts/support for both your congregation and the New Jersey Synod.

1. Use this link to begin: <https://www.njsynod.org/treasurer>
2. Under Helpful Information: click on **On-line Congregational Giving of Mission Support and other gifts**
3. This will take you to the Online Giving screen.
4. Here you will enter
 - a. Dollar Amount of Gift
 - b. Choose fund to which gift should be designated – i.e. Mission Support, World Hunger, etc. This is a drop down list – if you do not see the purpose for your gift in the list, select “NJ Synod Other Gifts” and then complete the Memo field with the purpose of the gift.
 - c. Choose: “Another Fund” - if you would plan to give multiple amounts to different funds
 - d. There are two tabs – Give Once or Give Multiple Times – you can choose to set up a recurring gift –for example, monthly Mission Support.
 - e. Gift date - select the date to send the gift
5. Hit the Continue button
6. Enter email address
7. Continue
8. Enter your congregation’s bank routing number and the bank account number
9. Billing name and address – this is your congregation’s name and address
10. Select the GIVE button – this will process your gift
11. You will receive a message that says Thank you for your Gift, with your receipt #, and then you will receive an email receipt shortly after submitting your gift.
12. BEFORE YOU GO - you will see this message – you will have the opportunity to create an account at this point. You will create a password. You will then be able to Sign In using the email address and password. ***This account will then maintain your giving history, your scheduled gifts, and payments method.*** You may set up more than one bank account, if needed.
13. Once you set up your account – in the upper right corner, you will see.... Welcome, *your church’s name*and in that drop down menu, you can access the areas of your account activity. This is also where you will SIGN OUT.
14. If you encounter problems and need assistance, you may contact Lois Parrett at 609-586-6800 or lparrett@njsynod.org.