



WHITE BLUFF CHAPEL

WHITE BLUFF CHAPEL ONLINE GIVING INSTRUCTIONS

Online Giving Now Available at WBC!

- ✓ Give securely on computer or mobile devices
- ✓ Credit/debit card or draft your bank account
(fees apply – 2.49% cards or 1% bank draft)
- ✓ Easily schedule and manage recurring donations
- ✓ 24/7 access to your WBC giving records



Step 1: Create an Online Account

- To set up an online account, you may either scan the QR code above or click on this link <https://giving.servantkeeper.com/whitebluffchapel> . You will be directed to our online giving portal and will see WBC's customized giving form. *Note: You may want to save this webpage as a Favorite in your web browser or as a icon on your mobile device home screen so you can find it easily. Otherwise, make a note of the URL link for future reference.*
- In the upper right corner of the form, you should see two buttons – Sign IN and Sign UP. Click on the **Sign UP** button the first time in order to create an online giving account. *Note: Once the online account is set up, it will link you to your existing account in our Servant Keeper contributions module. This is the same database in SK where we maintain a confidential record of all of your donations to the Chapel and is the source data that generates your year-end Contributions Statement from us.*

- After you click on Sign UP, you will be prompted to enter your email address. *Note: If you have multiple email addresses, be sure to use the one that is associated with your member profile in Servant Keeper online directory.*
- If the email address you entered is found in Servant Keeper (which it should be), you will see a dialogue box that says “Great News! We’ve found a profile with your email address. . .” Select **RESET PASSWORD** and you will be prompted to enter your email address again in order to receive a reset link.
- An email will come to you from “no-reply@servantkeeper.com” with a link that will direct you to a password reset form where you can enter a new password and click **RESET PASSWORD**. *Note: If you do not receive an email within a minute or two, check your spam folder.*
- Once your password has been reset, you should be redirected to a sign in screen. Enter your email address (again!) and new password to log in to your account.

Step 2: Donate

To donate online, you will need to access your account through the online giving portal via the QR code or URL link shown above. Follow online instructions to set up your payment methods and schedule your one-time or recurring gifts.

If you have any questions or problems setting up your online account or donating through the giving portal, please contact Michael Pollard at 432-559-1947.