

How to Give to Church Online Using Bill Pay (through your online bank account)

Giving to your local church is a great thing: you advance the Lord's work in our community, you show that God is in control and has blessed you with what you have, and it just feels good to give.

Setting up a recurring payment through your online bank account is pretty simple. Though each bank's website will slightly differ the basic concept is the same for each. When you give this way, the bank mails the church a check and does not charge you or the church anything. It's a great way to give!

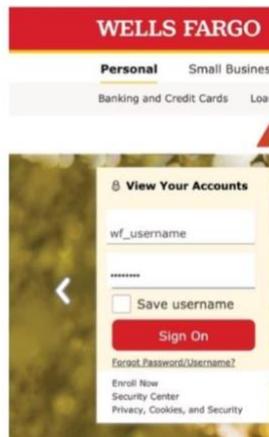
The OVERVIEW (simplified version):

1. Enter Messiah Lutheran Church as a 'Payee' in the Bill Pay center.
2. Create a recurring or "automatic" payment to Messiah, making sure to choose
 - an amount
 - start date
 - frequency
 - memo line

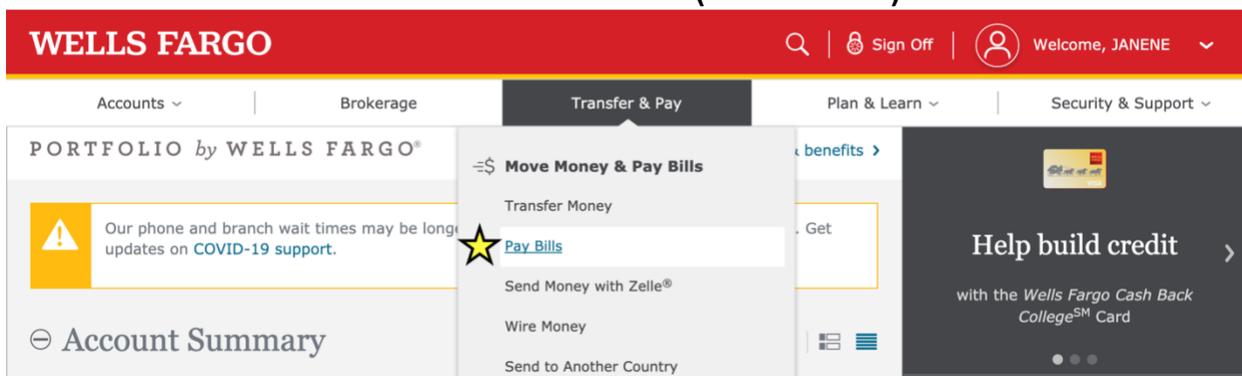
The DETAILS (nitty-gritty version):

This particular tutorial is for a Wells Fargo account; your bank's website will be slightly different, but the concept remains the same: add Messiah as a payee and setup a recurring payment.

1. Log into your online bank account (if you have not ever done this you will need to 'register' or 'enroll' to have online access to your bank account).



2. Click on TRANSFER & PAY center (or similar) and PAY BILLS.



3. Add Messiah as a payee. You may want to enter Messiah as an INDIVIDUAL rather than a COMPANY. Some banks require you have an individual customer account number when adding a company as a payee. Individual payees only require you have the address and sometimes phone number.

4. Input the information into the fields. Make sure to include the address and phone number of Messiah (401 H Street NE, Auburn, WA 98002; Telephone: (253) 8445280).

The screenshot shows the Wells Fargo 'Add Payee' form. The header is red with 'WELLS FARGO' on the left and 'Sign Off' and 'Welcome, JANENE' on the right. Below the header is a navigation bar with 'Accounts', 'Brokerage', 'Transfer & Pay', 'Plan & Learn', and 'Security & Support'. The main content area is titled 'Account Summary' and 'Add Payee'. The form fields are as follows:

- Payee name:** Messiah Lutheran Church
- Payee nickname:** Optional
- Payee address:** Enter the address where you send your payments.
 - Address 1:** 410 H Street NE
 - Address 2:** Optional
 - City:** Auburn
 - State:** Select one (dropdown menu)
 - ZIP code:** 98002
- Phone number:** (253) 833-5280
- Account number:** Enter your account number exactly how it appears on your bill. (Empty field)
- I don't have an account number for this payee.

5. Messiah is now a Pay To account. Now it is time to set up an automatic payment. Click on SET UP RECURRING PAYMENTS (or the equivalent thereof).

Sign Off | Welcome, JANENE

Plan & Learn | Security & Support

[Add Payee](#) | [Profile](#) | [Help](#)

ent below.

Amount	Send on
\$ Enter Amount	<input type="text"/>
Available balance	
\$ Enter Amount	<input type="text"/>
\$ Enter Amount	<input type="text"/>

- Set Up Recurring
- Change Account
- Set Reminder
- Manage Payee

6. Create your recurring gift. Make sure to choose an amount, start date, frequency, and a memo line. If you designate nothing in the memo line all funds will go to the general fund.

Manage Payee

[Back to Bill Pay](#)

MESSIAH LUTHERAN CHURCH

Display payee on Bill Pay Home [?](#)

Payee Details

Reminders & Alerts

Recurring Payments

Default payment account

Checking ... 

Amount

\$ 0.00

Frequency

Monthly 

Starting

9/29/20 

Ending

When I cancel 

Memo (Optional)

Use letters, numbers, or & - . ,

Cancel

Save

7. Click SAVE or whatever your webpage shows and finalize your recurring gift.

Thank you for your generosity and may God bless you for your act of faith! If you have any questions please contact the Messiah church office (253-844-5280), your bank, or pam.downing@mlcauburn.org.