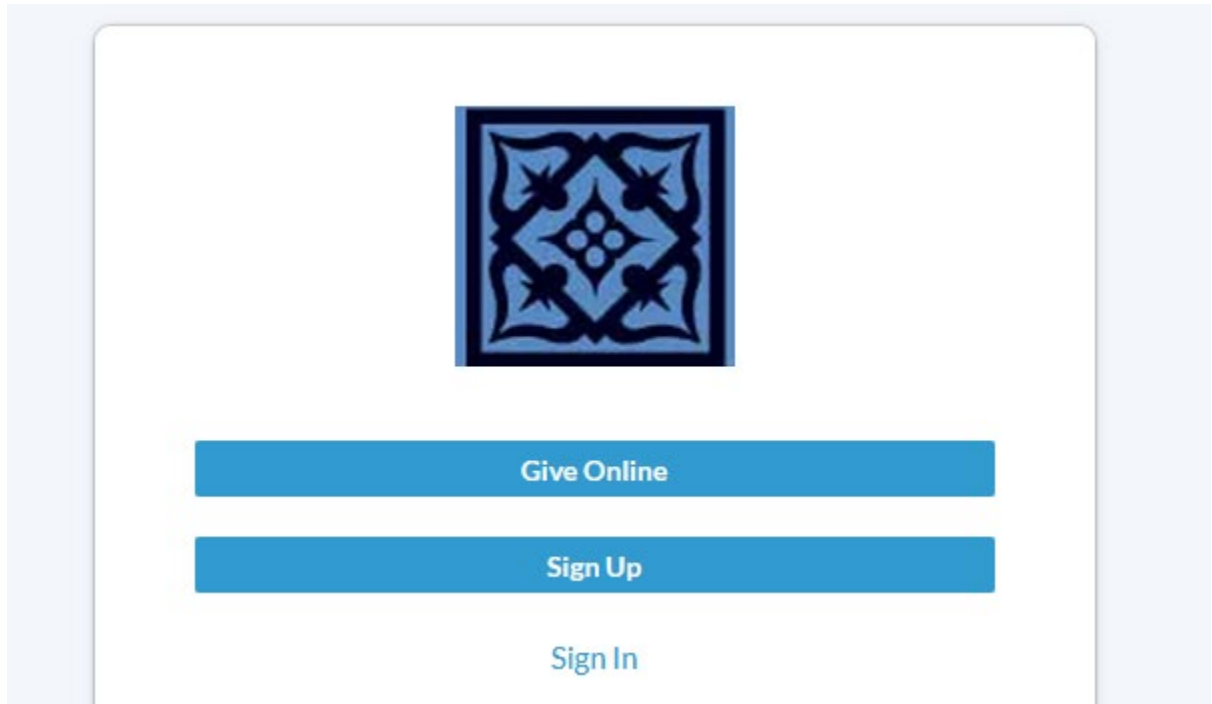
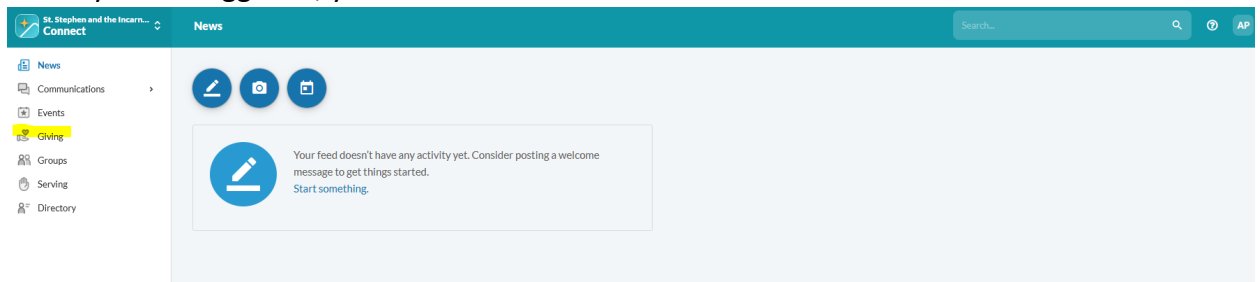


HOW TO SET UP A REALM ACCOUNT FOR ONLINE DONATIONS

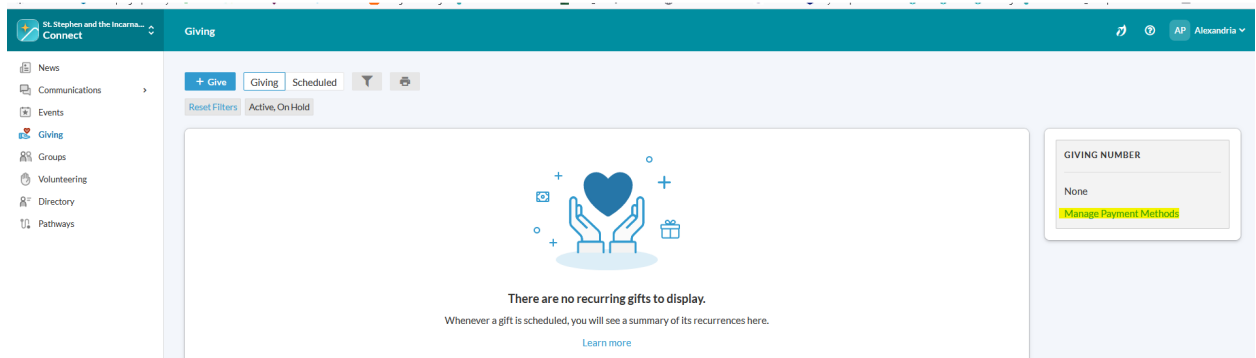
- 1) If you aren't sure if you have a REALM account or not, you can start by going to this link- [REALM](#).



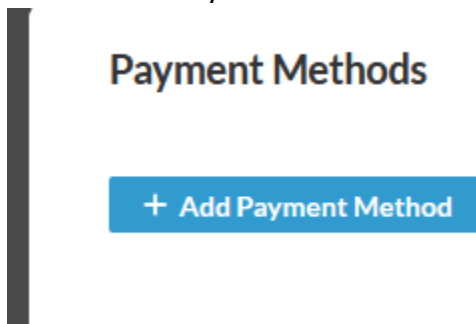
- 2) Click on either Sign In or Sign Up.
- 3) If Signing Up, enter email address, first and last name, and phone number. Birthdate is optional.
- 4) If Signing In, you can manage your payment methods and the amount and frequency of your electronic giving by following the below steps starting at #9.
- 5) This will send a request to the SSI office to confirm your account. If you email the Treasurer separately, ssitreasurer@saintstephensdc.org, they will confirm your account within 24 hours.
- 6) You will receive an email when your account has been confirmed by the SSI office. Click on the link in the email to finish setting up your account in REALM.
- 7) The first step is to create your password. Click I'm not a robot and Create Account at the bottom.
- 8) When you are logged in, your screen will look like this:



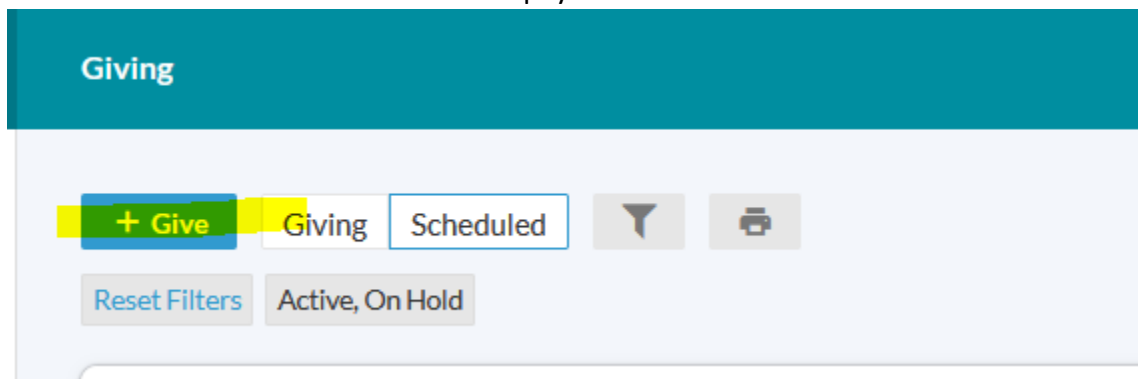
- 9) To set up a regular, re-occurring payment to St. Stephen's, click on the word Giving in the column on the left side of the screen.
- 10) Then click on Manage Payment Methods.



- 11) Click on Add Payment Method.



- 12) Choose account type (credit/debit, savings, checking) and enter all required fields that have a red * by them. Click save.
- 13) Click on the button +Give to schedule a payment to the church.

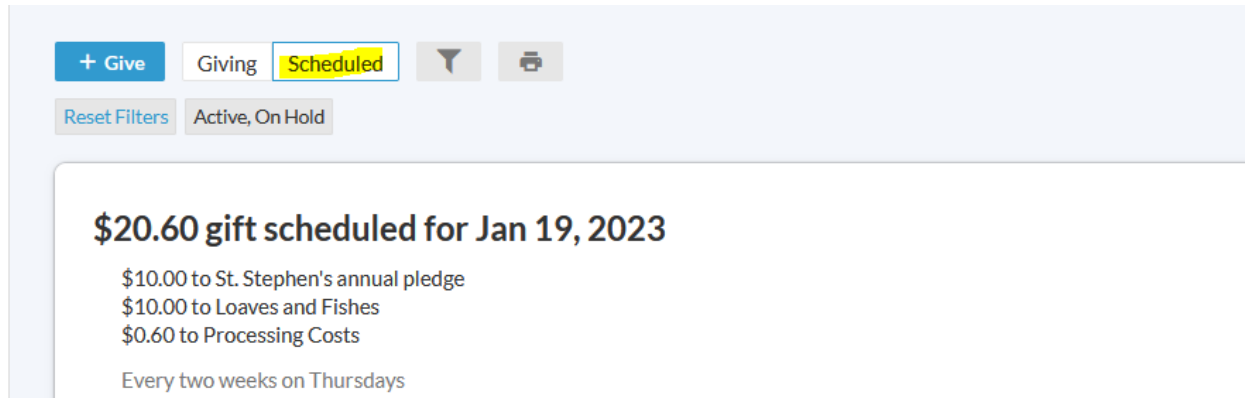


- 14) Enter the amount you want to give as a general contribution to the church. If you want to give money for another purpose as well, you can click on the button +Another Fund

and it will bring up options like Loaves and Fishes.

The screenshot shows a donation form with the title "How much would you like to give?". It features two identical input sections. Each section has an "Amount" field set to "\$0.00" and a "Fund" dropdown menu. The first dropdown is set to "St. Stephen's annual pledge", and the second is set to "Loaves and Fishes". To the right of each dropdown is a close button (X). Below these sections is a "+ Another Fund" button. Further down, there are two main tabs: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES", there are five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", and "EVERY 3 MONTHS". Below the frequency options is a "Start date" field with a calendar icon and the text "Today", followed by a "+ END" button. At the bottom, there is a "SUMMARY" section showing "\$0.00 every week". Finally, there are "Cancel" and "Continue" buttons at the bottom right.

- 15) You can schedule a reoccurring gift by clicking on Give Multiple Times and then clicking on the frequency. Frequency options are: Every two weeks/Every Month, Twice a Month/Every 3 Months. Indicate the start date. For example, if you want to have the money sent every two weeks starting on the 15th, choose the 15th of the upcoming month and the first installment will happen then. At any point in the future, you can log back into your account to change the amount and frequency. Click on Continue.
- 16) If you have multiple payment methods set up, you can choose which one you want these payments to happen from.
- 17) You can choose to contribute an additional small amount to help cover the processing fees by ticking the box next to that statement.
- 18) Click Continue and then Finish.
- 19) You can see your scheduled gifts on the Giving page under Scheduled.



- 20) Any time you want to change the amount or frequency, click on the 3 dots to the right of the scheduled gift. If you choose edit, it will bring you back to the screen above where you entered the amount(s) for what purpose.
- 21) To change the amount, put your screen in that field, then backspace and enter the new amount.
- 22) You can also put the transaction on hold or cancel it by clicking on the 3 dots to the right of the scheduled gift.
- 23) Once your gift is sent to the church, you can review your giving on the Giving page by clicking on Giving.