

Click & Give Help: Giving a Gift

- 1. Go to the website: <u>https://www.myclickandgive.com/cmc</u>
- 2. Sign up for an account on the page that opens(or login if you already have a Click&Give account).
- 3. Open the email that you are sent and follow the instructions in it.



4. Once you have entered the "Click & Give" site with your new login you will be taken to your dashboard. From here you can choose to make a donation.



- Then select whether you wish to give using your credit card or through your bank account.
 (Please realize that if you use your credit card about 3% of the entire donation will be deducted each time you donate by your credit card company. However, if you set up the gift through your bank the transaction fee will be a flat \$1 no matter the donation.)
- You will need to fill in your information with either one you choose. You can set up recurring donations with bank account or credit card at this time.

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8. If you have chosen the bank account route then you have <u>**3 tabs</u>** that each need to be filled in. Remember that your routing number is on the far left and your account number is next to it on any check that you have.</u>

Giving Details				
Select support for a Missionary(s) or CMC Operations. Use Other and the memo field for unlisted Missionaries.				
Add Gift 🕀		Processing Fee	0.30 Why?	
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Inter-Australia Baptist <u>Mis</u> sion				
MISSION 1723				

9.In the second box labeled "Giving Details" – select "Mission 1723" from the drop down box on the left (labeled select account). The account dropdown is searchable. Just type the beginning of the account name to perform the search. For example: Type "mis" and MISSION 1723 will show up.

10.Input the amount you would like to give.

- 11. If you would like to make this a recurring donation you will need to click on the box labeled "Setup Recurring Gift". Select the frequency of your giving and the date you would like it to start.
- 12. Click Submit.
- 13. You will be taken to a page that gives you all the details of your gift. This is a printable page if you would like to print it to keep. This is not a "tax deductible" receipt. An email confirmation will also be sent to you automatically. You will receive a "tax deductible" receipt directly from CMC once the gift has been processed by them.

Setup Recurring Giving X			
Your first recurring gift You may select when ar will be given after today	will be placed today . Ind how often the gift in the fields below.		
Select a Frequency			
Start Date:	lis		
End Date (Optional):	Pro		
	Ok Cancel		
	1.		

5. Click on this button: