

# St. John's Wash Park Electronic Giving Instructions

Your generosity is an important part of ensuring that God's mission at St. John's can thrive! Thank you. This doc will guide you through setting up your first recurring electronic gift. If you already have a gift set up, you can "edit" your gift by (1) setting up a new gift and (2) canceling your old gift. This guide will show you how!

## Setting up your New Gift

- Go to [SJDenver.org/give](https://SJDenver.org/give) and click on "[Give Via Subsplash](#)" OR
- Open your [St. John's Denver app](#) and go to the Subsplash Giving tab.

First, enter the amount of your gift, the frequency of your gift, and select "Next." On the following page, if you're setting up a new account, fill in your first name, last name, email address, and preferred password - then click "Next." If you already have an account, click "Log In."

St. John's Church & School

\$

FREQUENCY

One-Time Weekly **Monthly** Every Two Week

Enter a dollar amount to make a gift.

Next

First Name Last Name

Email

Create Password

Have a Subsplash account? [Log In](#)

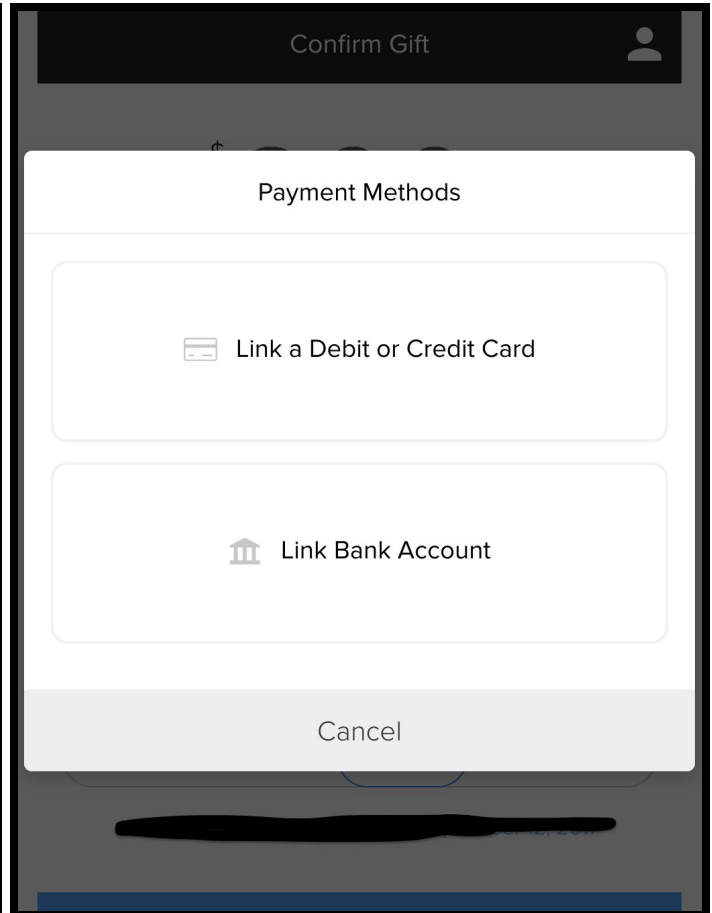
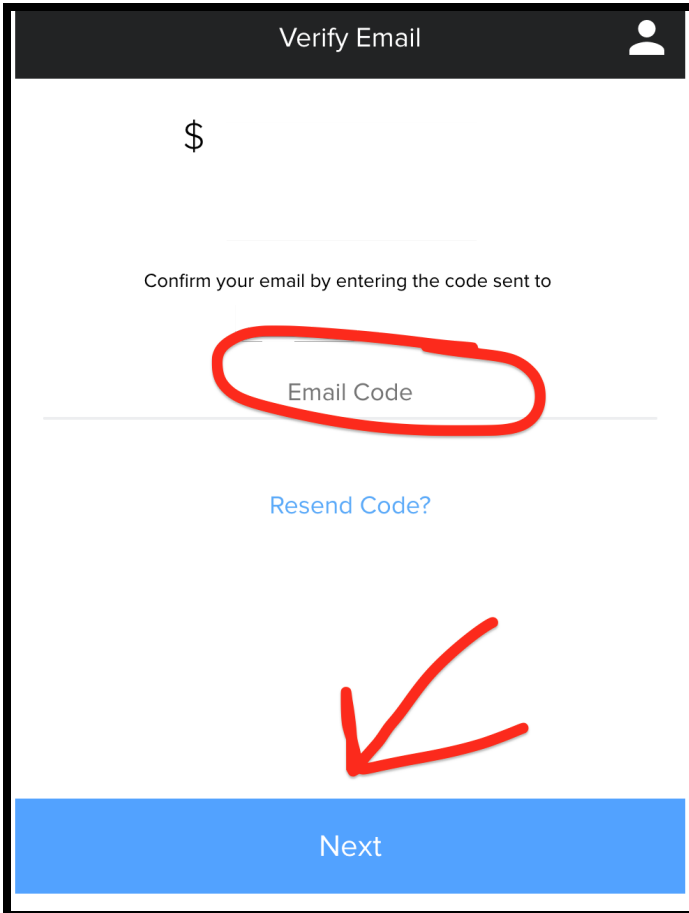
SUBSPASH\*

By clicking next I agree to the [Terms of Use](#)

Next

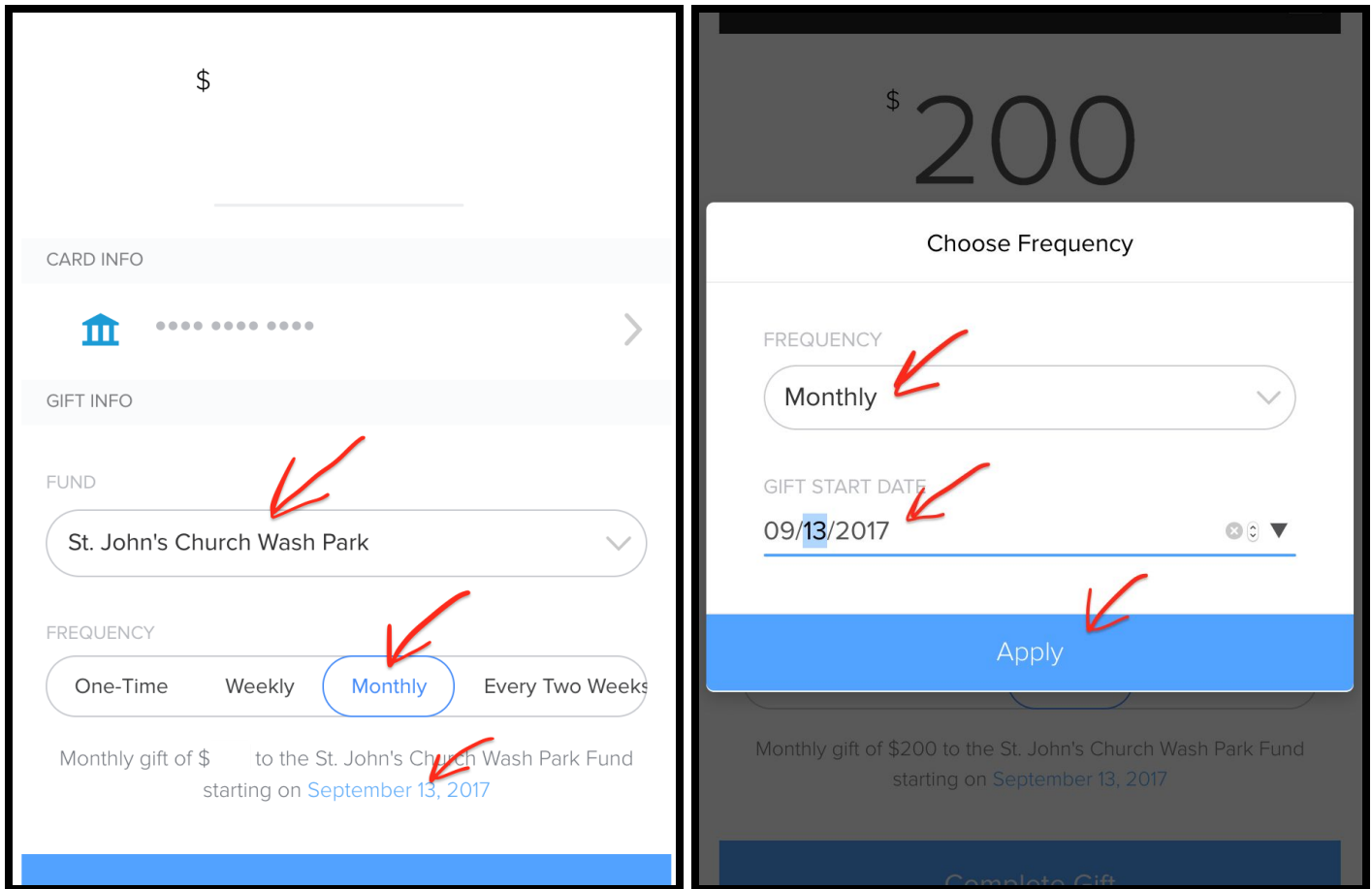
*More instructions on next page...*

If you are setting up a new account, Subsplash will ask you to verify that you own your email address by entering in the four digit code that they just sent to you in an email. Enter in the code and click "Next." After that, you'll be asked to enter in payment information. You may use a debit card, credit card, or bank account. *\*Note that if you use a bank account, you'll be asked to verify that you own the bank account. Subsplash will make two small deposits in your account and ask you to verify the totals of those deposits. Sometimes it can take a while for those deposits to show up in your online banking portal, so you may need to come back and complete this process later. Also, Subsplash will later debit those deposits back out - no such thing as free money! :)*



*More instructions on next page...*

On the next page, it's very important that you select the "St. John's Church Wash Park" fund from the drop down menu, verify the frequency of your gift, and the start date. If you wish to change the start date, click the date and a popup dialogue box will give you the option to change the start date.



*More instructions on next page...*

Once you're satisfied, click "Complete Gift" to finish setting up your new gift. Thanks for your generosity!

\$

CARD INFO

GIFT INFO

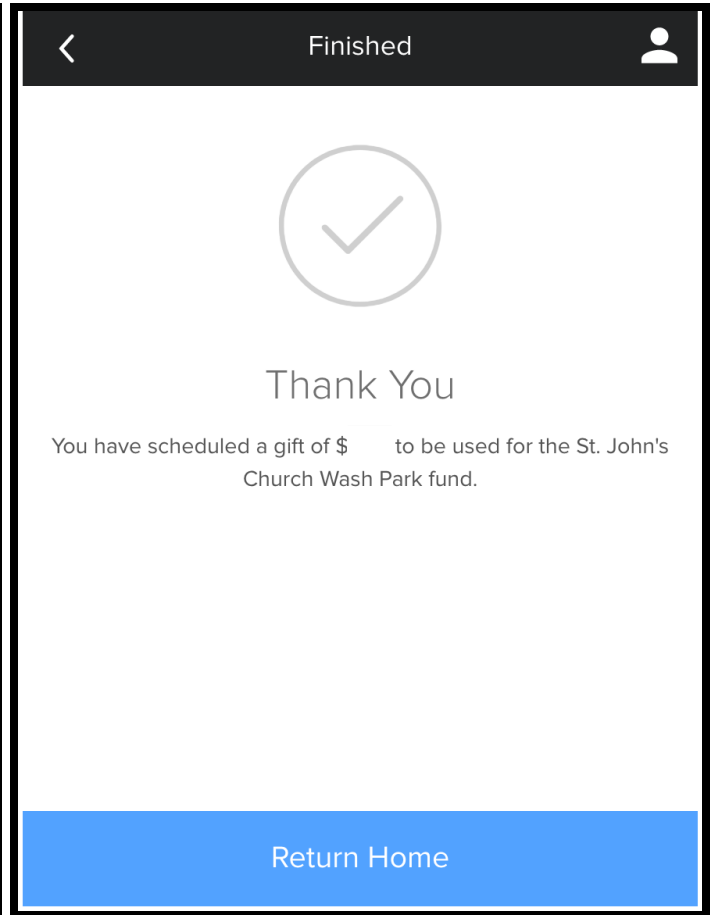
FUND

St. John's Church Wash Park

FREQUENCY

One-Time Weekly Monthly Every Two Weeks

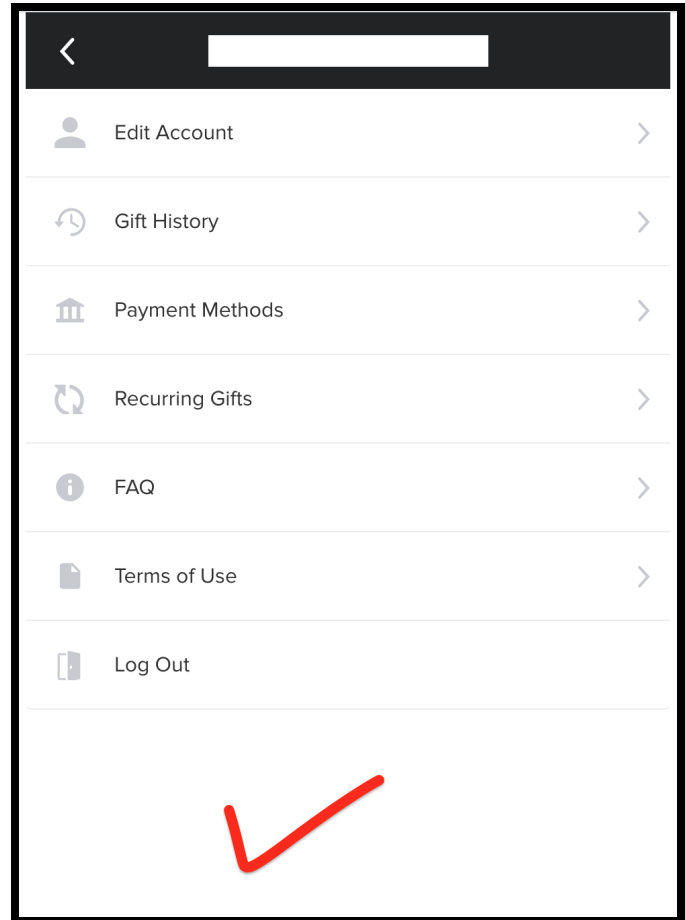
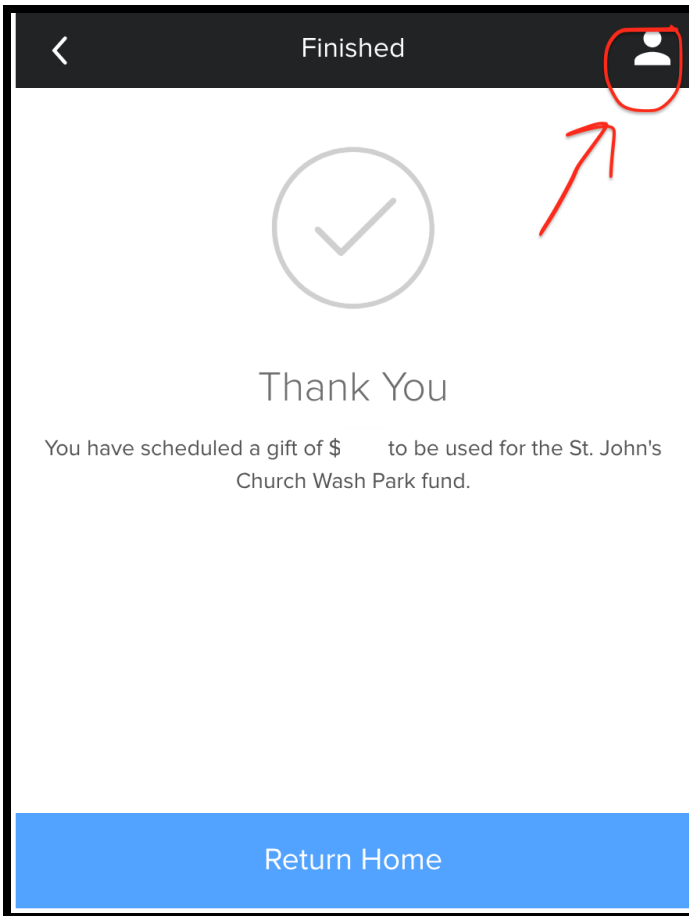
Monthly gift of \$ to the St. John's Church Wash Park Fund starting on September 13, 2017



*Now that your new St. John's Wash Park gift is setup, if you have an old gift that you'd like to cancel, keep reading for instructions on how to cancel it...*

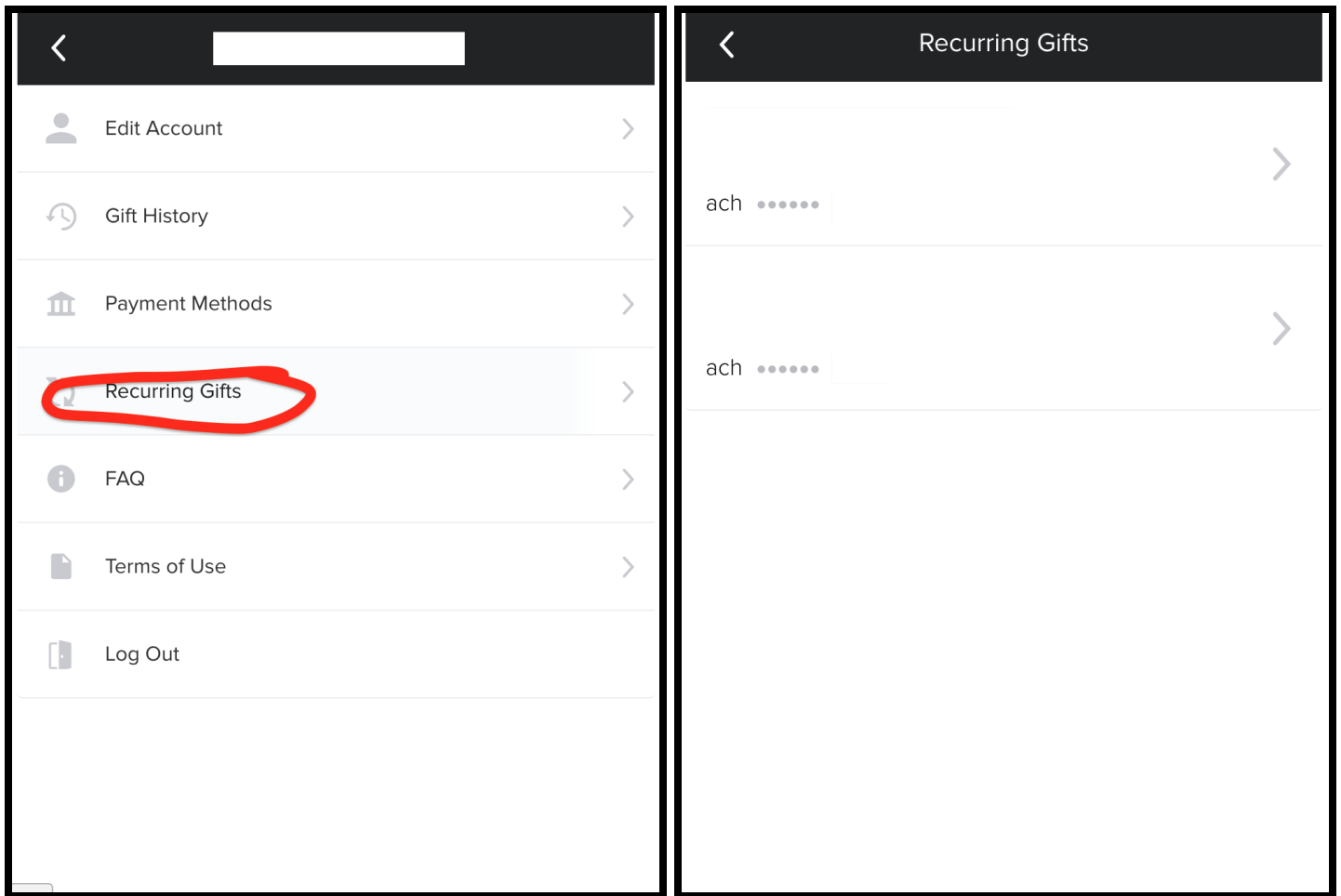
# Canceling your Old Gift

If you have an old gift set up with us, this part of the tutorial will show you how to cancel that gift (now that you've setup your new gift). Click the person icon at the top right. The next page should display your email address at the top and have options like "Edit Account" and "Log Out" - which indicate that you're still logged in. Great. If you're not logged in, go ahead and click the "Log In" button to log into your account.



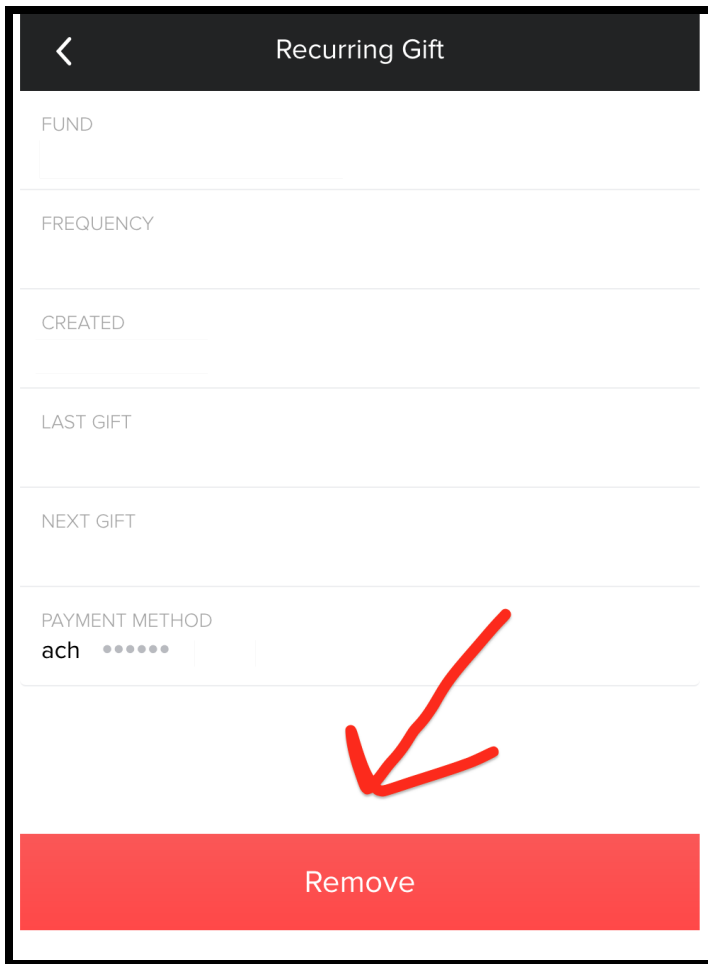
*More instructions on next page...*

From the menu, select "Recurring Gifts." Next, select the gift that you intend to cancel.



*More instructions on next page...*

Scroll to the bottom and select "Remove."



The image shows a mobile application screen titled "Recurring Gift". The screen has a dark header with a back arrow and the title. Below the header are several form fields: "FUND", "FREQUENCY", "CREATED", "LAST GIFT", "NEXT GIFT", and "PAYMENT METHOD". The "PAYMENT METHOD" field is currently set to "ach" with five dots to its right. A large red arrow is drawn on the screen, pointing from the top right towards the "Remove" button at the bottom. The "Remove" button is a red rectangle with white text.

Done! Thanks!

Questions? Contact [Melanie.Hanson@SJDenver.org](mailto:Melanie.Hanson@SJDenver.org)