



# Online Giving Help

## Instructions for Giving from Church Community Builder (CCB)

1. First time users will need to sign up—click “Sign Up”
  - a. Fill in the necessary fields
  - b. It may take some time to get your request to join CCB approved—we appreciate your patience.
2. Login to CCB ([cco.ccbchurch.com](http://cco.ccbchurch.com)) with the correct username and password
3. Click “Give” on the left side
4. Select either “One time gift” or “Repeating gift”
  - One time gift**
    - a. Select the desired “Designation” by using the drop-down menu under “Gift Amount”
    - b. Type the amount you desire to give in the “Giving Amount” field
    - c. If you wish to give to more than one fund, click “Add another” and repeat steps a & b
  - Repeating Gift**
    - a. Select the desired “Designation” by using the drop-down menu under “Gift Amount”
    - b. Type the amount you desire to give in the “Giving Amount” field
    - c. If you wish to give to more than one fund, click “Add another” and repeat steps 5 & 6
    - d. Select the frequency of your gifts by using the drop-down menu under “Schedule Details”
    - e. Select the date using the “Starting Date” field. Navigate through the calendar by clicking the arrows at the top. Click on the number of the exact date when you have found it in the calendar.
    - f. Select to continue your repeating gift until either “I change this repeating gift” or “\_\_\_\_\_ contributions have been made.”
    - g. If you select the 2nd option, please enter a number into the field.

5. Under "Payment Type" select either "Checking account (preferred)" or "Debit/credit card"

**Checking Account** - If the information is not automatically entered into the payment form, then

- a. Fill in the necessary fields (First Name, Last Name, etc.)
- b. Check the box that says "Update my profile with the contact information" if you have changed any of the contact information that was automatically entered
- c. Enter your Routing Number in the "Routing Number" field
- d. Enter your Account Number in the "Account Number" field
- e. Re-enter your Routing Number and Account Number in the confirmation fields
- f. Check the box near "Save my payment information for future use" if you plan to give online again
- g. Read the "Authorization Confirmation" statement and check the box below it
- h. Click "Continue" when finished
- i. Click "Process Payment" when you have verified the accuracy of your information
- j. A receipt will be emailed to the email address you provided

**Debit/Credit Card** (We currently accept Visa, Mastercard, and Discover)

- a. Fill in the necessary fields (First Name, Last Name, etc.)
- b. Check the box that says "Update my profile with the contact information" if you have changed any of the contact information that was automatically entered
- c. Enter your debit/credit card information
- d. Check the box near "Save my payment information for future use" if you plan to give online again
- e. Click "Continue" when finished
- f. Click "Process Payment" when you have verified the accuracy of your information
- g. An email receipt will be sent to the email address you provided

