

West Missionary Church

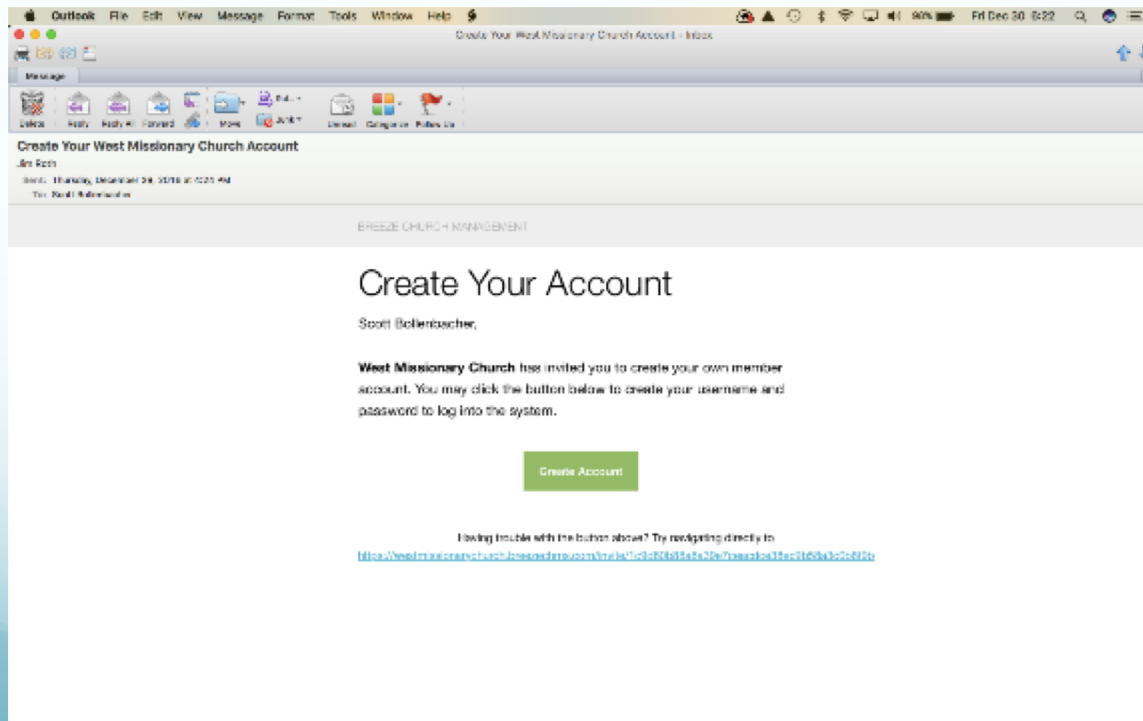
How to setup automatic
giving in Breeze

Step 1

- Jim Roth will need to initiate the process in Breeze. Jim must setup your email address in Breeze before you can create an account.
- Contact Jim Roth Please provide Jim with YOUR correct email address
 - Jim's Phone #: (260) 849-9901
 - Jim's email address: jdroth@embarqmail.com

Step 2

- The following email will be sent to the Church Member. Click the link to setup your account with Breeze, or log into Breeze at <https://westmissionarychurch.breezechms.com/dashboard>



Step 3

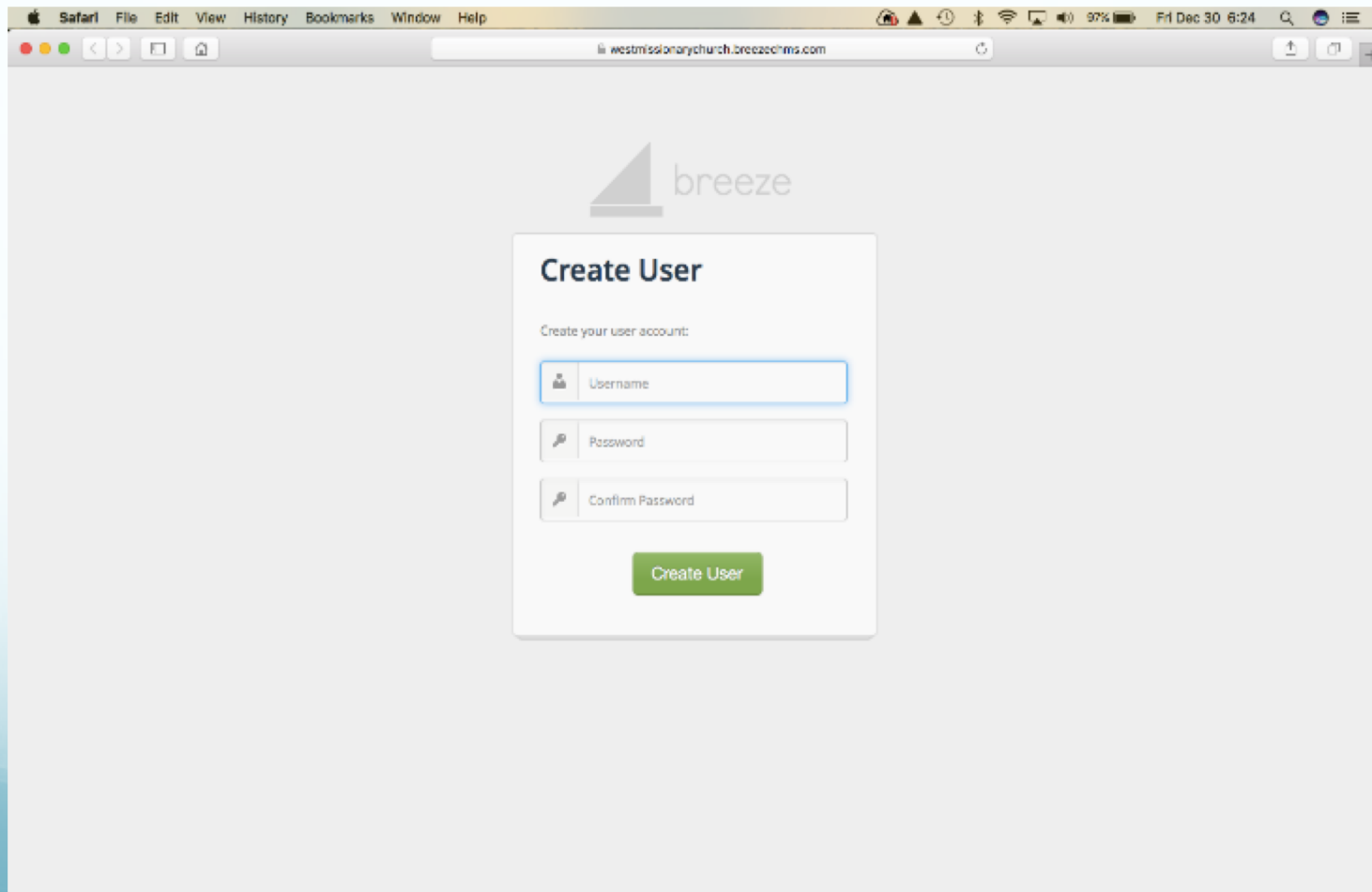
- If the Church Member has not previously setup an account with Breeze, you will be asked to setup an account. If you have already have an account, this can be skipped and the Church Member can just log in.
- If you need to setup your account (everyone must setup their account the first time you log in) you will need to create a user name and enter a password (twice) Your User Name will need to match how it is setup in Breeze. If you have difficulties logging in, it is most likely a problem with your user name. Please email Jim Roth at Jdroth@embarqmail.com to verify your correct user name.

Step 3 continued

- For instance, Sally Jones wants to create an account. Sally would enter “Sally Jones” as the user name.
- Also, John and Jane Doe would enter “John and Jane Doe” as their user name.

Step 4

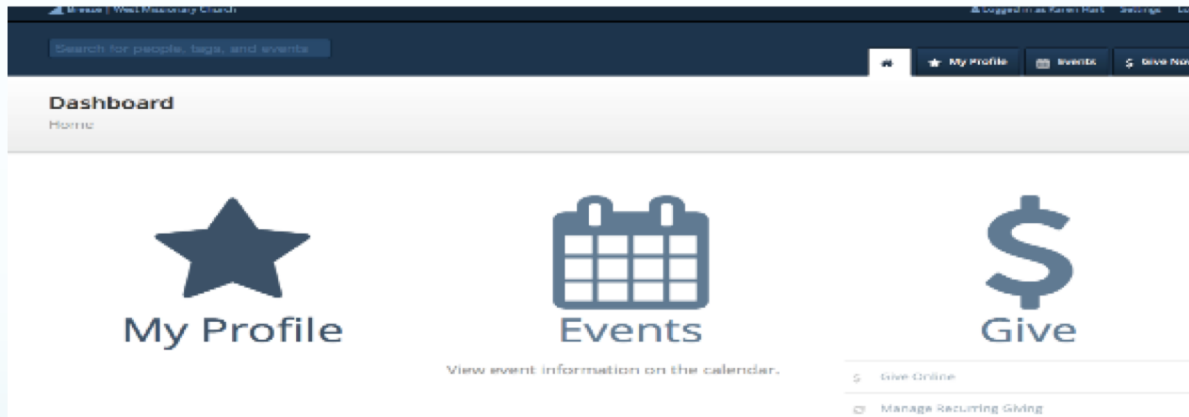
- Once a Church Member is setup in Breeze, you can log in and you will see the following:



The screenshot shows a web browser window with the address bar displaying `westmissionarychurch.breezechms.com`. The page features the Breeze logo at the top center. Below the logo is a white box titled "Create User" with the instruction "Create your user account:". Inside this box are three input fields: "Username" (with a person icon), "Password" (with a key icon), and "Confirm Password" (with a key icon). A green "Create User" button is positioned at the bottom of the form.

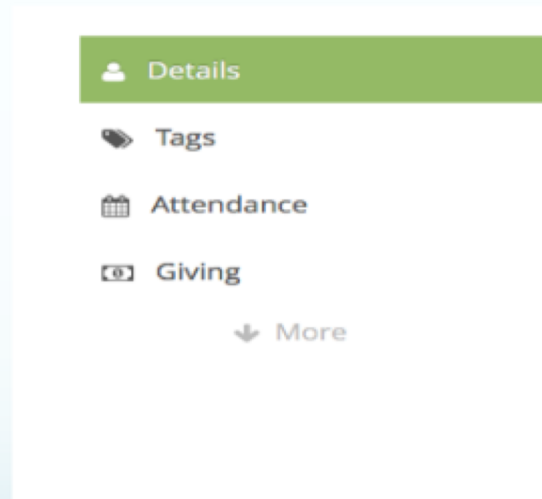
Step 4 continued

- Click on “My Profile”



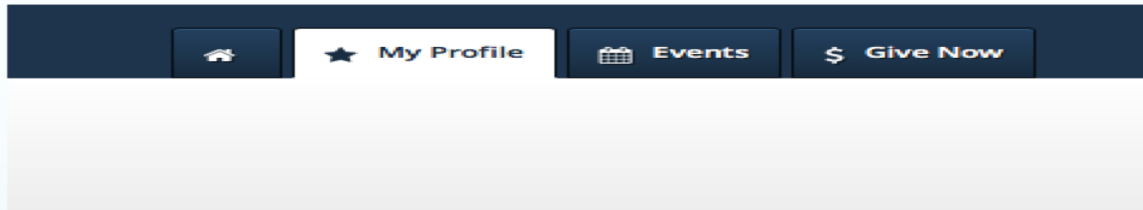
Step 5

- The Church Member should click on the click on “Details” to review their account setup or “Giving” to see their giving for the year.



Step 6

- To setup your automatic or one time gift, click “Give Now” in the top right corner



Step 7

- The Church Member should complete the following form. The Church Member can click the arrow to the right of the boxes to change the option.
- For instance, the “by Credit/Debit” can be changed to charge a credit card or bank account. You can change the fund you wish to donate to.
- The bottom box where it says “one time gift” can be changed to the option the Church Member wishes, including weekly and monthly.
- When done, click “Donate Now”

Step 7 continued

Online Giving | Breeze

Give to West Missionary Church

West Missionary Church

I'd like to give \$ by Credit/Debit

[add gift to another fund](#)

Donate Now

Step 8

- If you want to split your gift between more than one fund, click on “Give” on the top left corner. Repeat the completion of the form for the second fund donation.

The screenshot shows a web interface for making a donation. At the top, there is a header bar with the word "Give" and a breadcrumb trail "Home / Give". Below this, on the left side, is a sidebar menu with three items: "\$ Give" (highlighted in green), "Recurring Gifts" (with a circular arrow icon), and "Payment Methods" (with a credit card icon). The main content area is titled "Give" and contains a form. The form has three input fields in the first row: "I'd like to give \$" followed by a text box containing "xx.xx", "by Credit/Debit C" followed by a dropdown arrow, and "to General Fund" followed by a dropdown arrow. Below these fields is a link that says "add gift to another fund". The second row of the form contains four input fields: "card number" (a long text box), "mm" (a dropdown arrow), "yyyy" (a dropdown arrow), and "CVC" (a text box). The third row contains two input fields: "name on card" and "email address".

Give
Home / Give

\$ Give

Recurring Gifts

Payment Methods

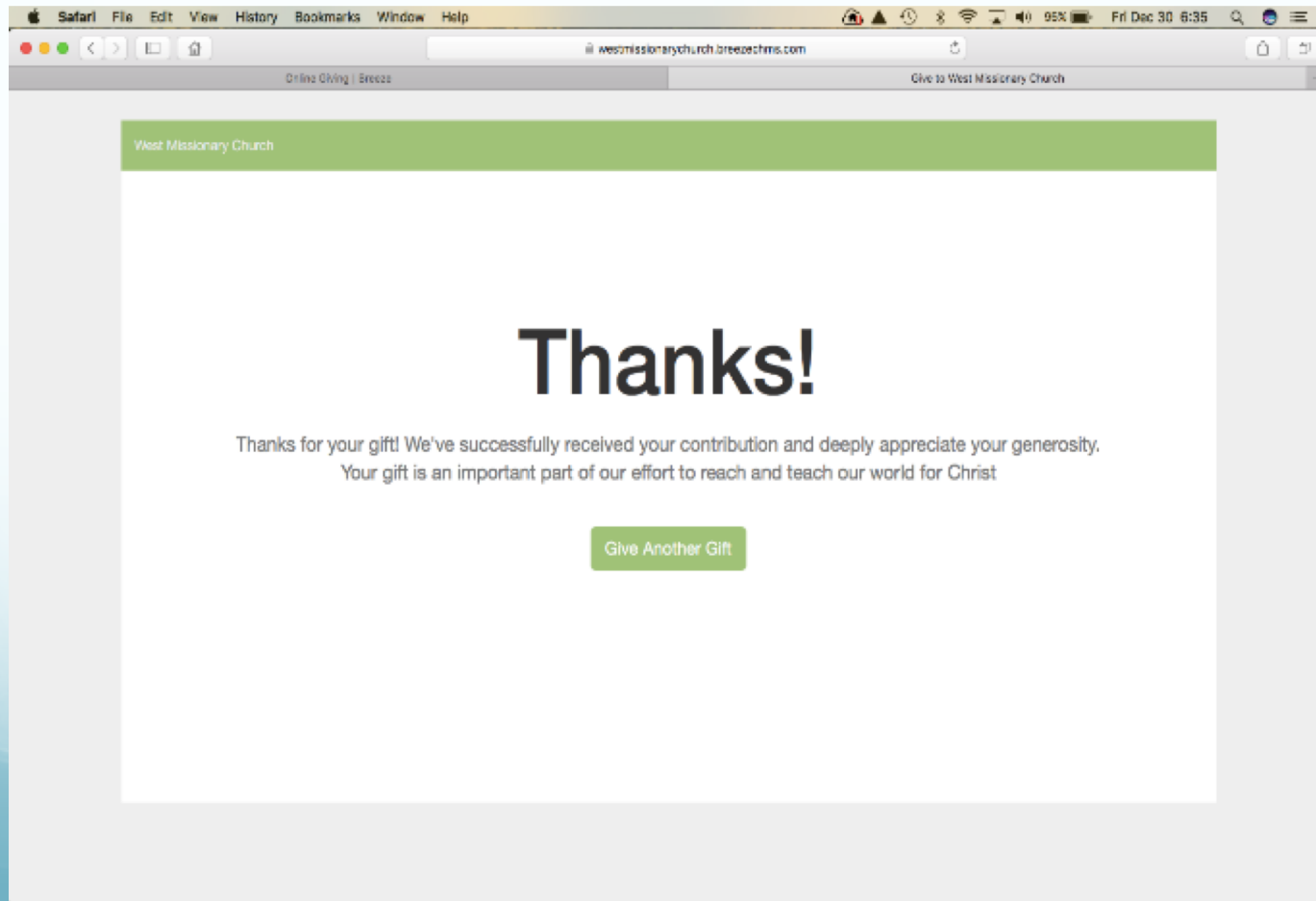
Give

I'd like to give \$ by Credit/Debit C to General Fund

[add gift to another fund](#)

Step 9

- Once completed, the Church Member should receive this screen



Step 10

- An email will be sent to the Church Member confirming the gift has been setup. In addition, after each gift (if recurring) the Church Member will receive a confirming email a few days after the transaction is completed.