



Online Giving Instructions

April 26, 2011

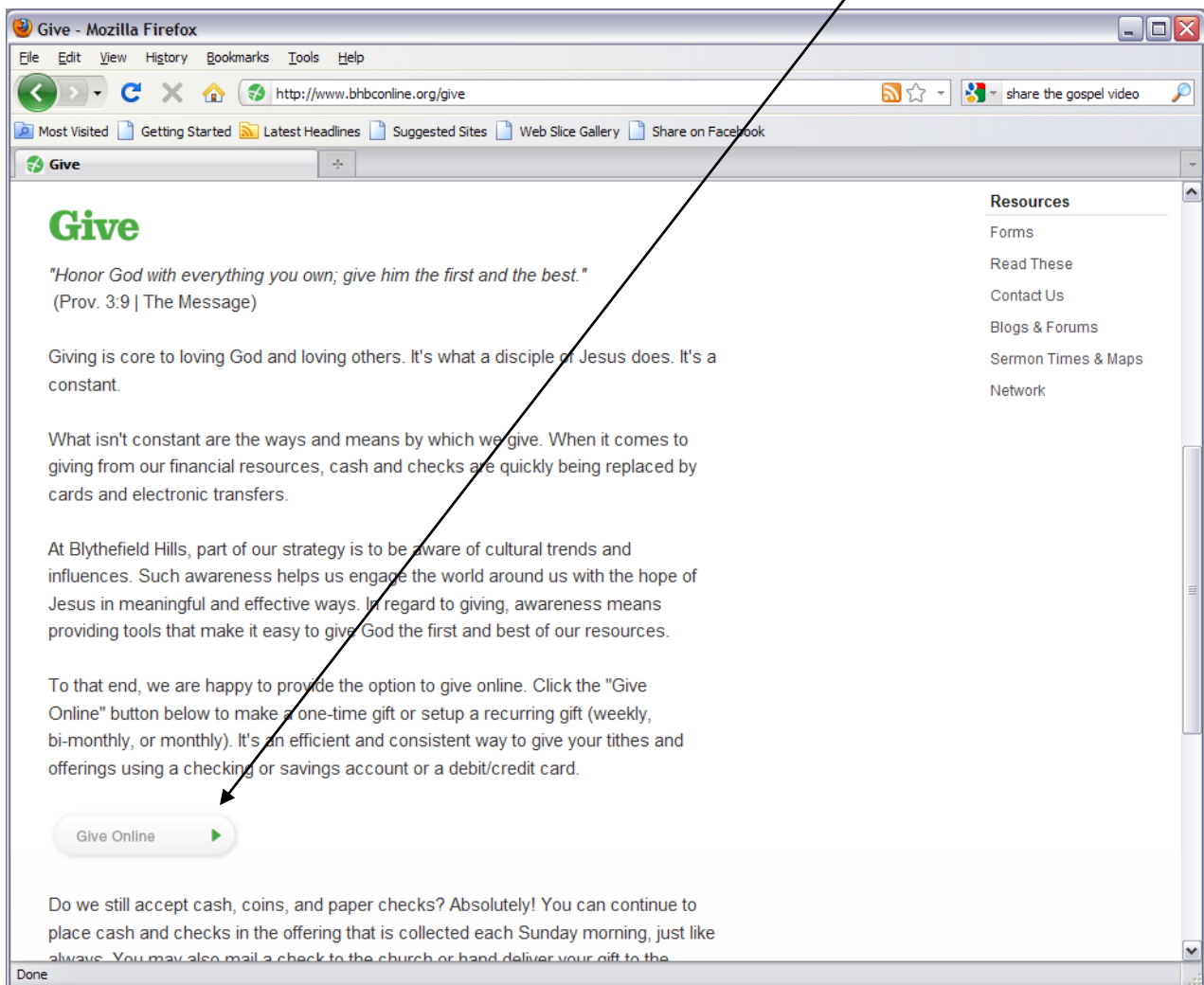
Welcome!

This instruction is intended to make giving online to BlytheHills Baptist Church simple, familiar, and worry-free.

The instructions that follow will guide you step-by-step through the process. Many screen shots of the actual web pages are provided to aid in familiarizing you with the process before you login for the first time. So, let's begin!

If you are reading this instruction a reasonable assumption is that you've already found the "Give" page on our website (bhbconline.org). If not, Figure 1 shows what the "Give" page looks like. Toward the bottom of the page is a button with the words "Give Online." Click the button to go directly to our online giving tool, also called "Shelby WebView."

Figure 1 – "Give" page at bhbconline.org

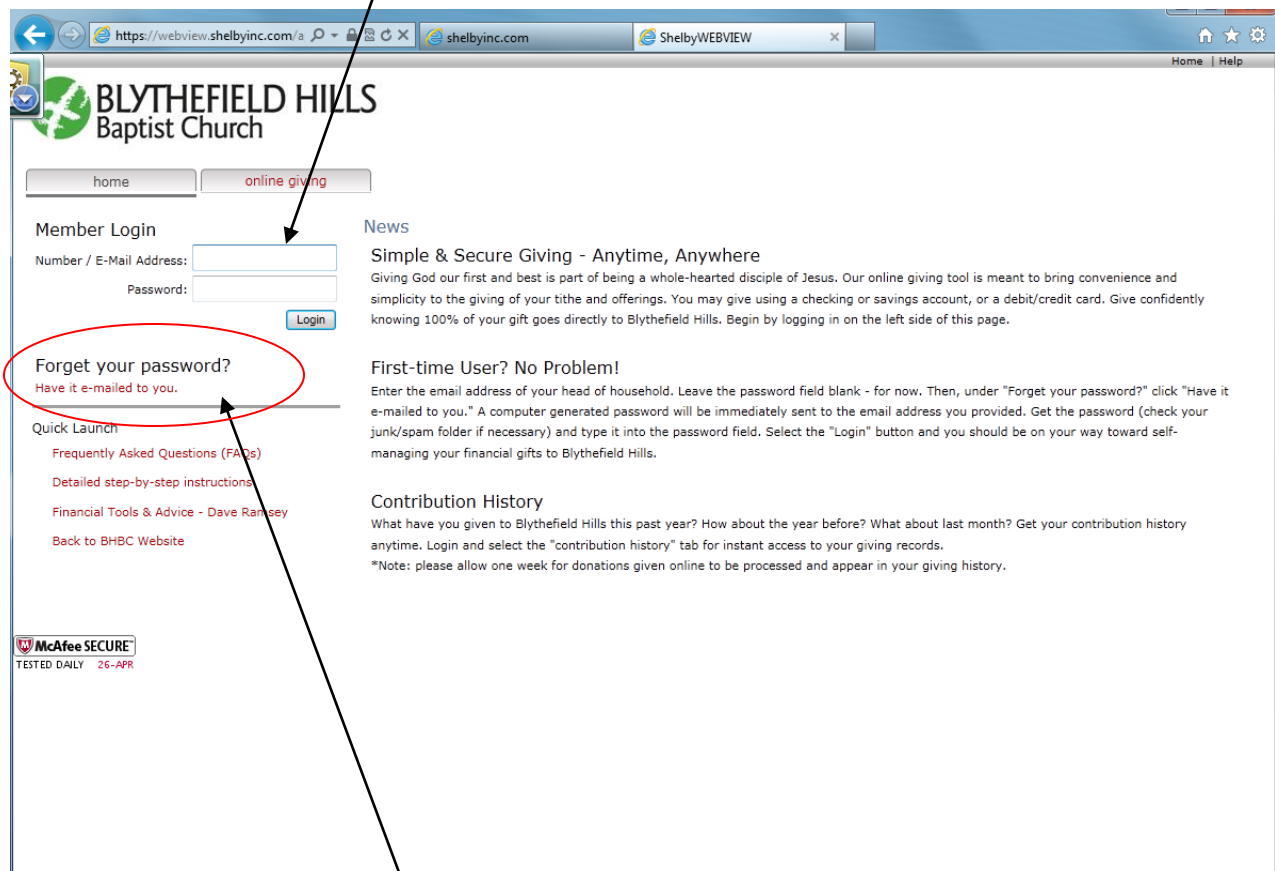


After clicking the Give Online button you should see a page similar to that shown in Figure 2. This is the Shelby WebView home page. If you have been provided a password, type in your email and the password into the appropriate fields. **Note:** if you have multiple email addresses, use the email to which the password was sent.

If you have logged in before, simply type in your email (or number) and password.

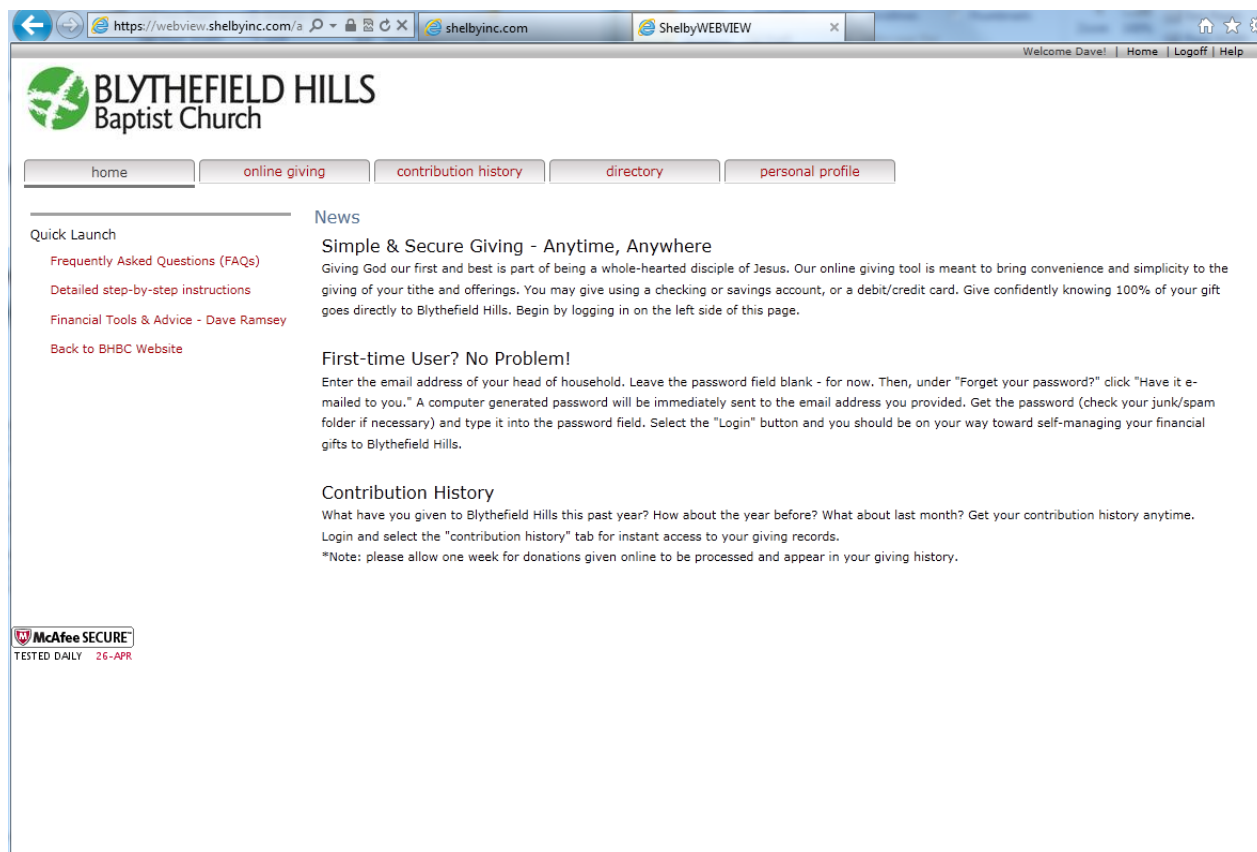
If you are a first-time user, begin by entering the email address of your head of household. Leave the password field blank - for now.

Figure 2 – Online giving login page



Then, under "Forget your password?" click "Have it e-mailed to you." A computer generated password will be immediately sent to the email address you provided. Get the password (check your junk/spam folder if necessary) and type it into the password field. Select the "Login" button and you should be logged-in.

Figure 3 – WebView home page after successful login



Before you Give

There are a few things you may want to browse before you begin the process of giving online.

The first would be to check the personal information (name, address, phone number, email, etc.) that we have on file for you. This is done by selecting the **personal profile** tab.

Something else you may want to review is your giving history. If you've given to BlytheField before you may review your giving history by selecting the **contribution history tab**. This won't be applicable if you are a first time giver since we have no history for you.

Instructions for using both the personal profile and contribution history tabs are provided below.

Personal Profile Tab

The **personal profile** tab allows you to update the information we have on file for you. Updates made by you online are reviewed for accuracy and merged with data already in Blythefield's database. This is a quick and efficient way to help Blythefield stay connected with you, and you with Blythefield.

This personal profile tab is also the place to change your password. After you login for the first time, it is highly recommended you change your password, especially if you used a password given to you.

The page shown in Figure 4 is an example of what you might see after selecting the **personal profile** tab. To change your password or update other information, select a name from the list. The list should include you and any members of your household.

Figure 4 – Personal Profile screen

The screenshot shows a web browser window titled "ShelbyWEBVIEW - Mozilla Firefox". The address bar displays "shelbyinc.com" and the URL "https://webview.shelbyinc.com/app/06896/Default.aspx?tabindex=4&tabid=15". The browser's navigation bar includes "Most Visited", "Getting Started", "Latest Headlines", "Suggested Sites", "Web Slice Gallery", and "Share on Facebook". The page header features the Blythefield Hills Baptist Church logo and the text "BLYTHEFIELD HILLS Baptist Church". Below the logo is a navigation menu with buttons for "home", "online giving", "contribution history", "directory", and "personal profile". The "personal profile" button is highlighted. The main content area is titled "Family Members" and contains a table with the following data:

Name	Address	Home Phone	E-Mail Address
Chris			
Jay			
Katrina			
Kipp			
Sarina			
Simone			
Will			

At the bottom left of the page, there is a McAfee SECURE logo with the text "TESTED DAILY 10-MAR". The browser's status bar at the bottom shows "Done" and a lock icon.

When you select a household member for editing, a page like that shown in Figure 5 will be displayed. Edit your personal data as desired. When finished, select **Update** at the bottom of the screen. Your edits will be submitted to the church for review.

Figure 5 – Editing personal data and changing your password

Member Details - Mozilla Firefox

shelbyinc.com https://webview.shelbyinc.com/app/06896/DesktopModules/EditContacts.aspx?ItemID=2: ☆ Google

Welcome Chris! Home Logoff Help

home online giving contribution history **directory** personal profile

Member Details
* Indicates Required Field

Personal Information

Login: 1176
Title:
* First and Middle Names:
Preferred Name:
* Last Name:
Suffix:
Birth Date: (MM/DD/YYYY)
The year is used for internal purposes only and will not appear in the directory.
Employer:
Position:
Occupation:
[Change Password...](#)

Address

Address 1:
Address 2:
City:
State/Province:
Postal Code:
Country:

Phone Numbers

Home Phone: (999) 999-9999
Business Phone: (999) 999-9999
Cell Phone: (999) 999-9999
Pager: (999) 999-9999

Electronic Contact Information

* E-mail Address:
Web Address:

Directory Security

Done

Also, when completing the page shown in Figure 5, you will see a section in the lower left called *Directory Security*. This section allows you specify what information you want made available in the **directory** tab. Check the appropriate boxes for info you want displayed for others in our church family. No one looks at the **directory** without a proper login. When you select **Update** at the bottom of the screen, the changes you have made will later be checked and updated in our database, as well as in the **directory**.

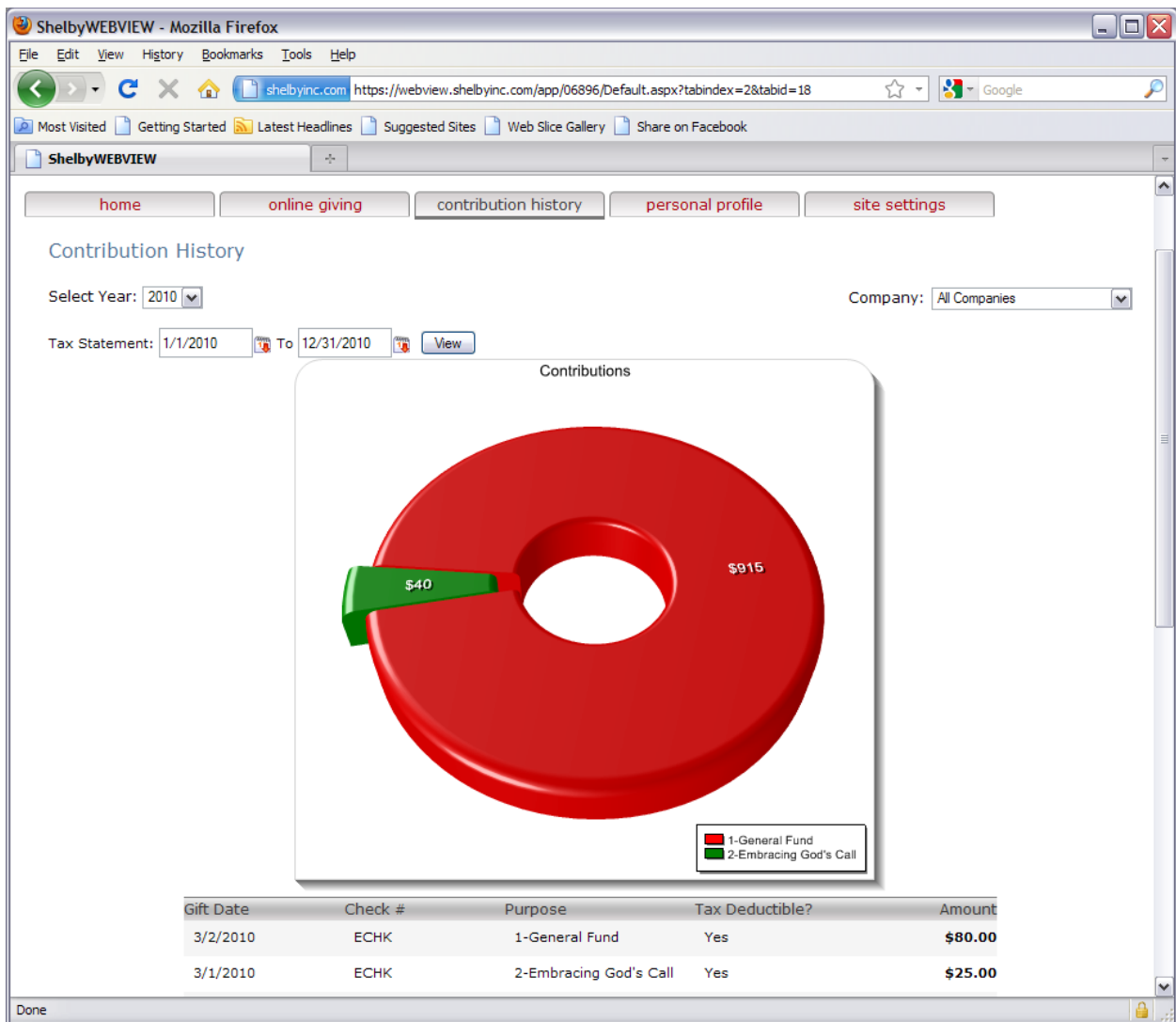
This directory feature allows you to enjoy the benefit of an updated church directory for personal use. Directory information is not to be used for business purposes of any sort.

Contribution History

Wonder how much you have given to Blythefield Hills? The information is readily accessible anytime. Select the **contribution history** tab and see your year-to-date giving or giving for a date range you define. This is a quick and convenient tool to help you manage your tithes and offerings. This tool is particularly handy during tax season. **Note:** for a printable version of your tax statement, select the date range you desire, then select the **View** button. A clean, easily printed listing of your contributions will be available in a new window.

As a rule of thumb, it can take up to one week for contributions to appear in your online giving statement due to processing time. However, funds will be withdrawn from your accounts or charged to your debit/credit card on the date(s) you specify when you set up your one-time or recurring gift(s).

Figure 6 – Contribution History

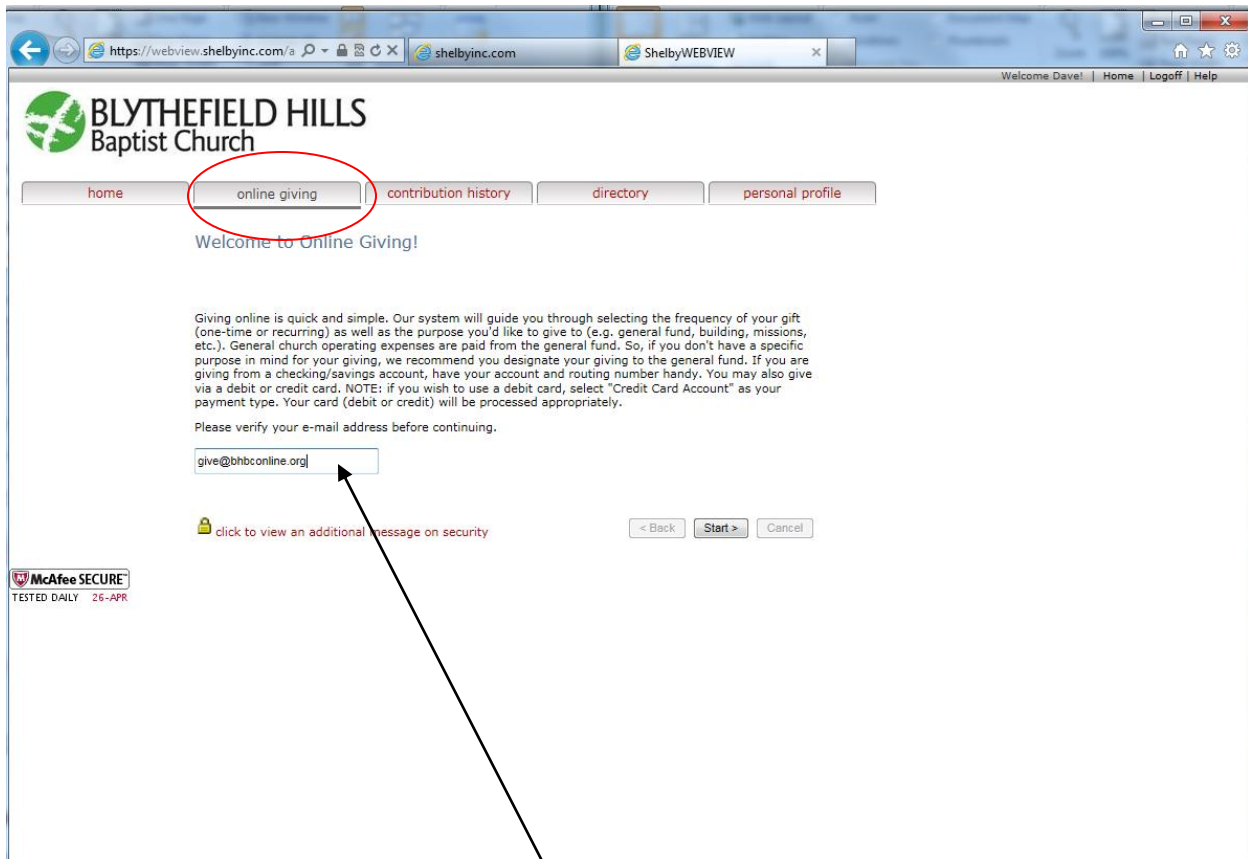


Giving Online

Now that you've got all your personal info up to date and have perhaps checked your contribution history, it's time to setup an electronic contribution.

To begin the giving process, select the **online giving** tab. This will take you to the online giving home page, which will look similar to the page shown in Figure 7.

Figure 7 – Online giving home page



Step #1: Verify your email address

The first order of business is to verify your email address. This should be the email you used to login. Make changes (if necessary) then select the **Start >** button.

Step #2: How will you pay – Bank account, or Debit/Credit Card?

After verifying your email address, you'll be directed to a page similar to that shown in Figure 8. Here you will choose your payment type – Checking/Savings Account or a Debit/Credit card. Choose your method of payment and select the **Next >** button.

NOTE: if you wish to use a debit card, select "Credit Card Account" as your payment type. Your card (debit or credit) will be processed appropriately.

Figure 8 – Selection of Payment Type

ShelbyWEBVIEW - Mozilla Firefox


File Edit View History Bookmarks Tools Help

shelbyinc.com https://webview.shelbyinc.com/app/06896/Default.aspx?tabindex=1&tabid=17

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ShelbyWEBVIEW

Welcome Chris! Home Logoff Help

 **BLYTHEFIELD HILLS**
Baptist Church

home online giving contribution history directory personal profile


Choose Payment Type

Please select payment type:

Checking / Savings Account

Credit Card Account

Current recurring payments
No recurring payments to process.
To proceed to the next step of this process, click the "Next" button.
To cancel the process of making a contribution, click the "Cancel" button.

 [click to view an additional message on security](#)

< Back Next > Cancel

McAfee SECURE
TESTED DAILY 09-MAR

Done

Step #3: How Much and to What?

Whether you selected to give from a bank account or use a debit/credit card, a page similar to that shown in Figure 9 will be displayed. This is where you define the parameters of your gift. Here are the parameters:

Frequency: one-time gift or recurring (weekly, bi-weekly, or monthly). If you do a recurring gift, specify the beginning date of your gift and how long you wish to keep this recurrence. You control when you give. And remember, you can modify your recurring gifts at anytime.

For one-time gifts

Specify the date you wish your one-time gift to be withdrawn from your account or charged to your debit/credit card.

For weekly giving

Setup your first gift to occur on the *day* of the week you wish to give. For example, if you wish to give on a Friday, select your first gift to occur on a Friday. All subsequent gifts will also occur on a Friday, regardless of the date.

For monthly gifts (one time each month)

Select the *date* of the month you want to give. For example, if you want to give on the 15th of each month, make your first gift occur on the 15th. All subsequent monthly gifts will occur on the 15th of the month, regardless of the day.

For bi-weekly giving

Set up two monthly gifts – one for earlier in the month and the other for later in the month. (A common example is the 1st and the 15th.) Select the date of the month you want each gift to recur on. All subsequent monthly gifts will occur on the selected date of each month, regardless of the day.

Purposes: from the Purposes listed, enter the amount you want to give to each (leave blank for \$0). If you are unsure where to give, please give to the general fund. This fund is used to pay budgeted operating expenses. If amounts are entered into more than one Purpose, the system automatically totals your giving in the TOTAL field.

Memo: This box can be used to enter any special information you want the church to know about your gift/giving. *Note:* there is a 70 character limit for your memo.

One other thing to mention...

You may give a one-time gift to Blythefield Hills at any time – even if you have a recurring payment set up. One-time gifts will not supersede or cancel active recurring gifts.

Figure 9 – Entering specific payment information

The screenshot shows a web browser window titled "ShelbyWEBVIEW - Mozilla Firefox". The address bar shows the URL "https://webview.shelbyinc.com/app/06896/Default.aspx?tabid=17". The page header includes the church logo and name "BLYTHEFIELD HILLS Baptist Church" and a navigation menu with buttons for "home", "online giving", "contribution history", "directory", and "personal profile". The "online giving" button is selected.

The main content area is titled "Provide Amount, Purpose, and Frequency". Below this, there is a sub-heading "Next, choose the frequency of this gift and, next to the purpose, the amount you want to give to that purpose." The form includes the following fields and options:

- Frequency: Monthly (dropdown menu)
- Begin Date: 3/20/2010 (text input)
- Number of Payments: (text input)
- Pay Until Further Notice: (radio button)
- Purposes:
 - 1-General Fund: \$205.00 (text input)
 - 2-Embracing God's Call: \$20.00 (text input)
 - 3-Benevolent Fund: \$20.00 (text input)
- TOTAL: \$245.00 (text input)
- Memo: (text input)

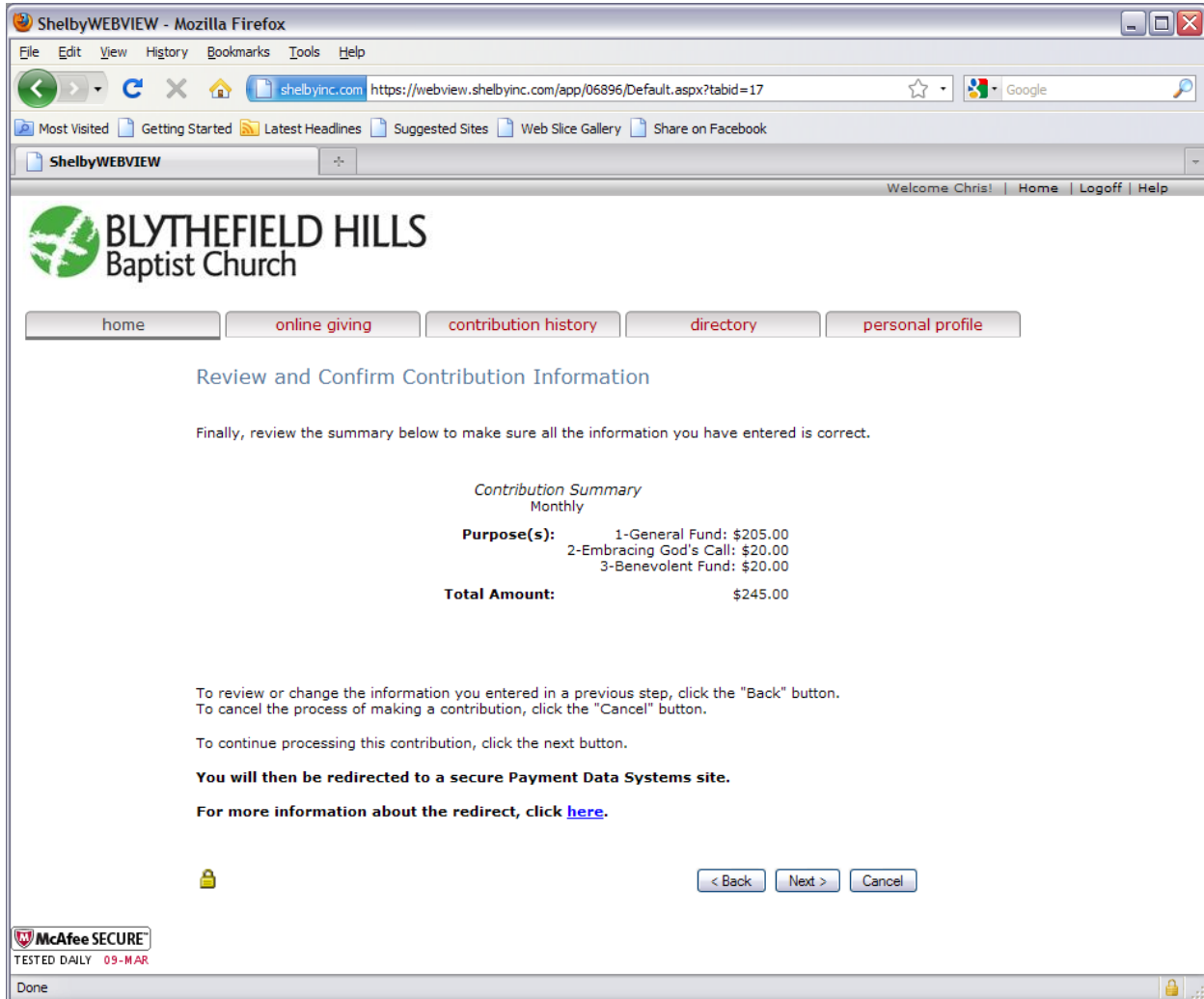
At the bottom of the form, there are three buttons: "< Back", "Next >", and "Cancel". The browser status bar at the bottom shows "Done".

When you have finished specifying the parameters of your gift/giving, select the **Next >** button at the bottom of the page.

Step #4: Review Your Giving

Now, it's time to review what you've entered before providing your bank account or debit/credit card information. In this example (see Figure 10), a monthly recurring gift of \$205 to the General Fund, \$20 to Embracing God's Call (building fund) and \$20 to the Benevolent Fund is being given for a total of \$245. If this information is correct, the **Next >** button should be selected. If revisions are necessary, the **< Back** button should be selected.

Figure 10 – Review & confirm contribution information



You are now finished defining how, to what, and how often you want to give. The next two sections of this instruction will step you through the giving process using both a bank account and a debit/credit card. The process is very similar for both, but for clarity specific details for each are provided.

Step #5a: Giving by Automatic Withdrawal from a Checking or Savings Account

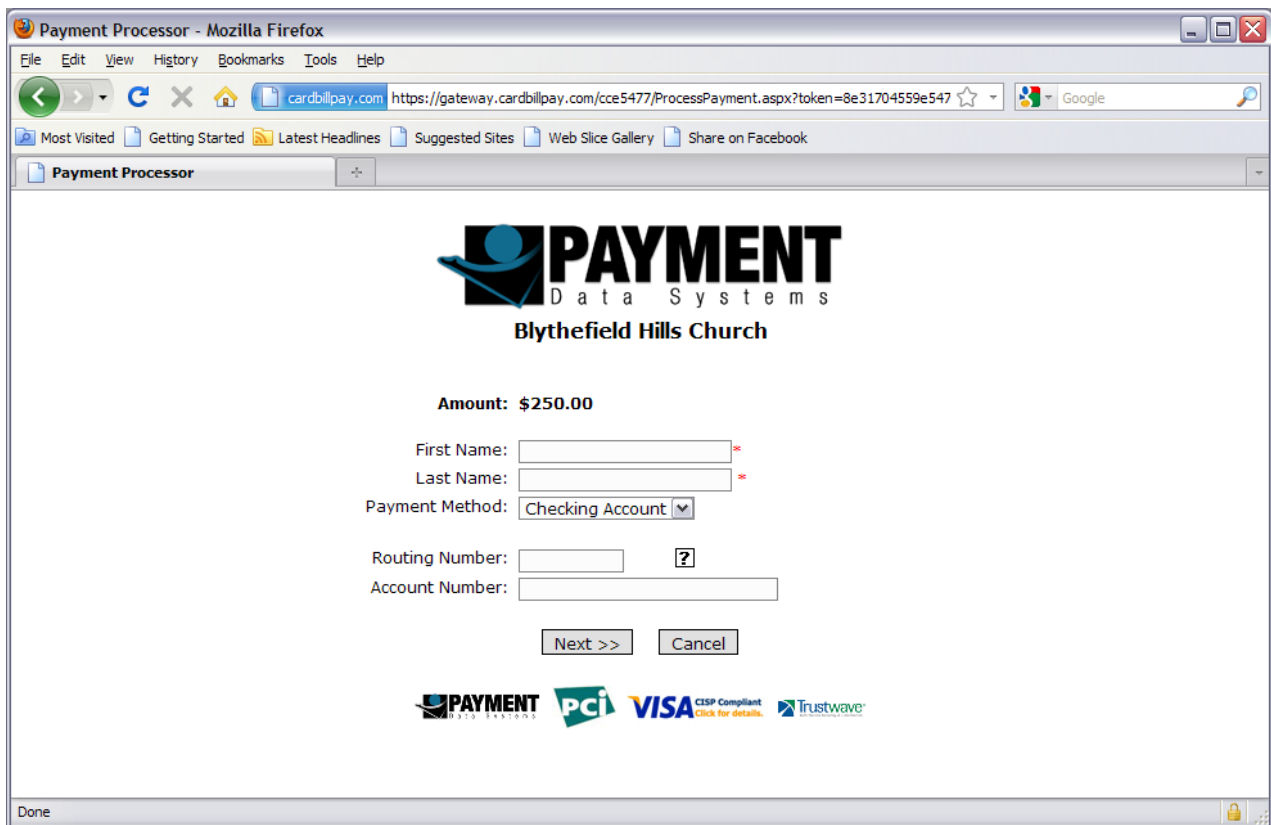
If you chose to give from a checking or savings account you will need the routing number for your bank as well as your account number. If you have checks for your account, you can get this information right from your check (see Figure 11 below). If you do not have checks associated with your account (i.e. it's a savings account), please contact your financial institution for the correct account and routing numbers.

Figure 11 – Where to find the routing and account numbers on your check



If you have followed the instructions in this document to this point, you should be viewing a page similar to that shown in Figure 12. The first order of business is to confirm the total amount of your giving. Next, use the “Payment Method” dropdown box to indicate whether you are paying from a checking or savings account. Enter the routing and account numbers and select the **Next >>** button when finished.

Figure 12 – Payment page for checking and savings account withdrawals



Payment Processor - Mozilla Firefox

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cardbillpay.com https://gateway.cardbillpay.com/cce5477/ProcessPayment.aspx?token=8e31704559e547

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Payment Processor

PAYMENT
Data Systems
Blythefield Hills Church

Amount: \$250.00

First Name:

Last Name:

Payment Method:

Routing Number: ?

Account Number:

Next >> Cancel

PAYMENT **pci** **VISA** CSP Compliant Click for details. **Trustwave**

Done

Step #6a: Final Submission

You have now reached the final step of the giving process. This is your last chance to make any adjustments or changes. The page you will see should be similar to that shown in Figure 13. If everything looks in order, select the **Submit** button to complete your transaction.

Figure 13 – Submitting Payment

Confirm Details - Mozilla Firefox

File Edit View History Bookmarks Tools Help

cardbillpay.com https://gateway.cardbillpay.com/cce5477/ProcessPayment.aspx?token=cc207fb4c6684b

Confirm Details

PAYMENT
Data Systems
BlytheField Hills Church

Please confirm the payment information and click the Submit button.

First Name:
Last Name:

Payment Method: Checking
Routing Number: 07
Account Number: ****1668

Submit Edit Cancel

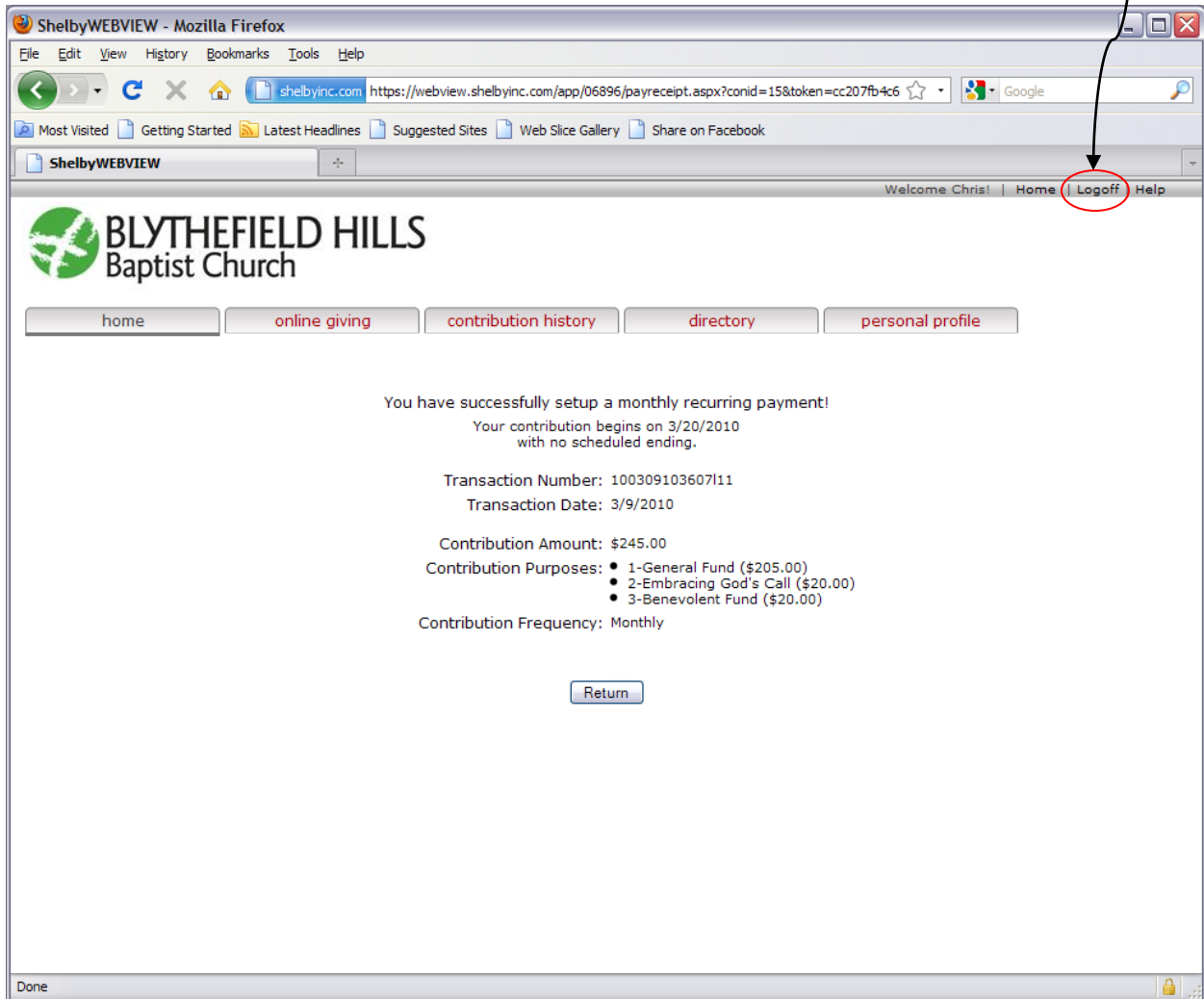
PAYMENT **PCI** **VISA** CISP Compliant **Trustwave**

Done

Confirmation of your Gift/Giving

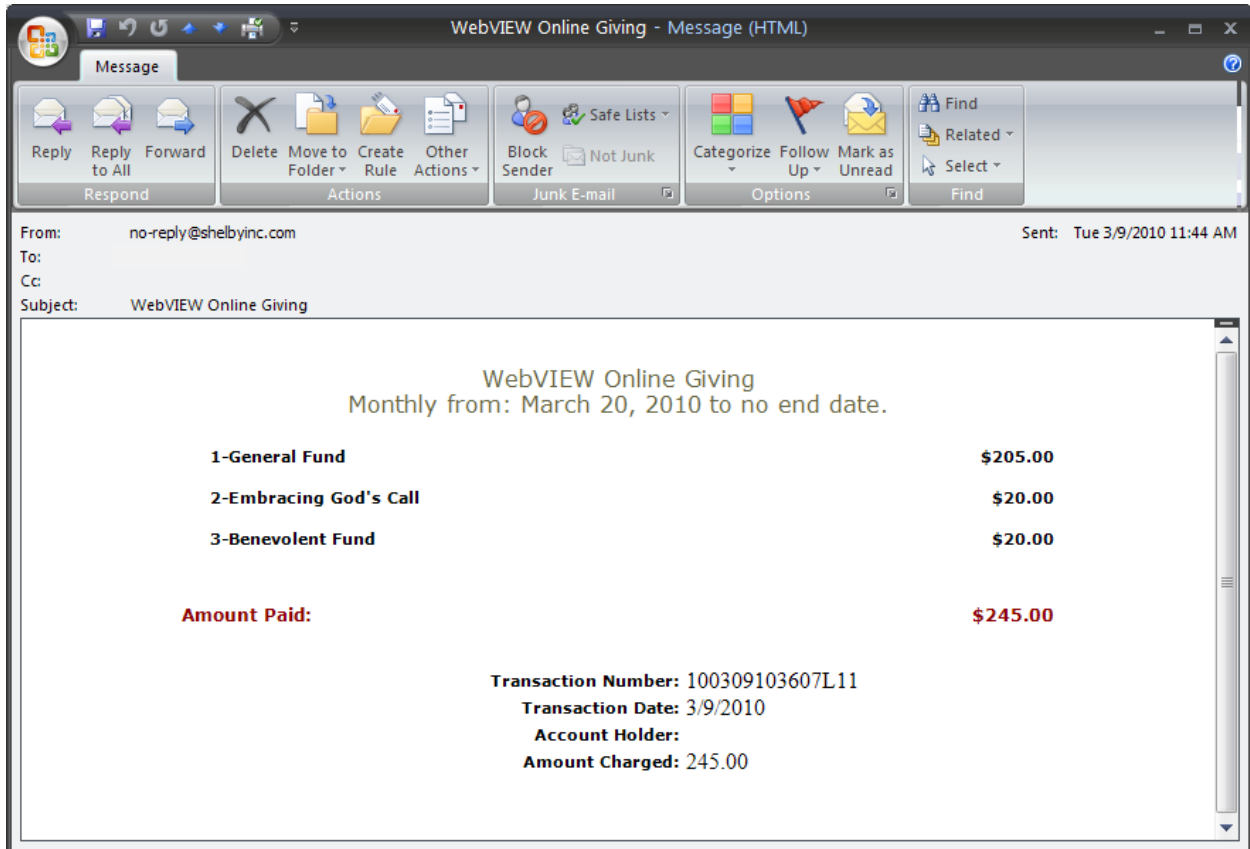
After submitting your payment, you will see a page similar to that shown in Figure 14. This is a confirmation screen that you may print for your records (you will also receive an email). Select **Return** on this screen to go back to the online giving start page. If you are completely finished, be sure to logoff.

Figure 14 – Confirmation page



In addition to the confirmation page shown in Figure 14, you will also receive a confirmation email (sent to the email address you used to login). The email will come from the address no-reply@shelbyinc.com with the subject "WebVIEW Online Giving". A sample of the email confirmation is shown in Figure 15.

Figure 15 – Confirmation email



Step #5b: An Example of Giving by Debit/Credit Card

If you have followed the instructions in this document to this point, and have selected to give using a debit/credit card, you should be viewing a page similar to that shown in Figure 16. Fill in the required information. **Note:** even though the “Payment Method” field only lists “Credit Card”, the system accepts credit *and* debit cards.

When you have finished entering the required information, select the **Next >>** button.

Figure 16 – Payment page for debit/credit card payments

The screenshot shows a web browser window titled "Payment Processor - Mozilla Firefox". The address bar shows the URL: <https://gateway.cardbillpay.com/cce5477/ProcessPayment.aspx?token=01360b3840454>. The page content includes the logo for PAYMENT Data Systems and Blythefield Hills Church. The payment amount is \$310.00. The form fields are as follows:

- Amount: \$310.00
- First Name:
- Last Name:
- Payment Method: Credit Card (dropdown)
- Address:
- City: State/Prov: Choose One... (dropdown)
- Zip:
- Country: (dropdown)
- Card Type: Visa (dropdown)
- Credit Card Number:
- Expiration Date: 01 / 2010 (dropdowns)
- Card Verification Number: ?

At the bottom of the form are two buttons: "Next >>" and "Cancel". Below the form are logos for PAYMENT Data Systems, PCI, VISA CISP Compliant, and Trustwave.

Step #6b: Final Submission

You have now reached the final step of the giving process. This is your last chance to make any adjustments or changes. The page you will see should be similar to that shown in Figure 17. If everything looks in order, select the **Submit** button to complete your transaction.

Figure 17 – Submitting payment

Confirm Details - Mozilla Firefox

File Edit View History Bookmarks Tools Help

cardbillpay.com https://gateway.cardbillpay.com/cce5477/ProcessPayment.aspx?token=be5954eb4ea94

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Confirm Details

PAYMENT
Data Systems
Blythefield Hills Church

Please confirm the payment information and click the Submit button.

Amount: \$310.00

First Name:
Last Name:

Address:
City:
Zip:

Payment Method: Credit Card
Card Type: Visa
Credit Card Number: ****8988
Expiration Date: 12/2010

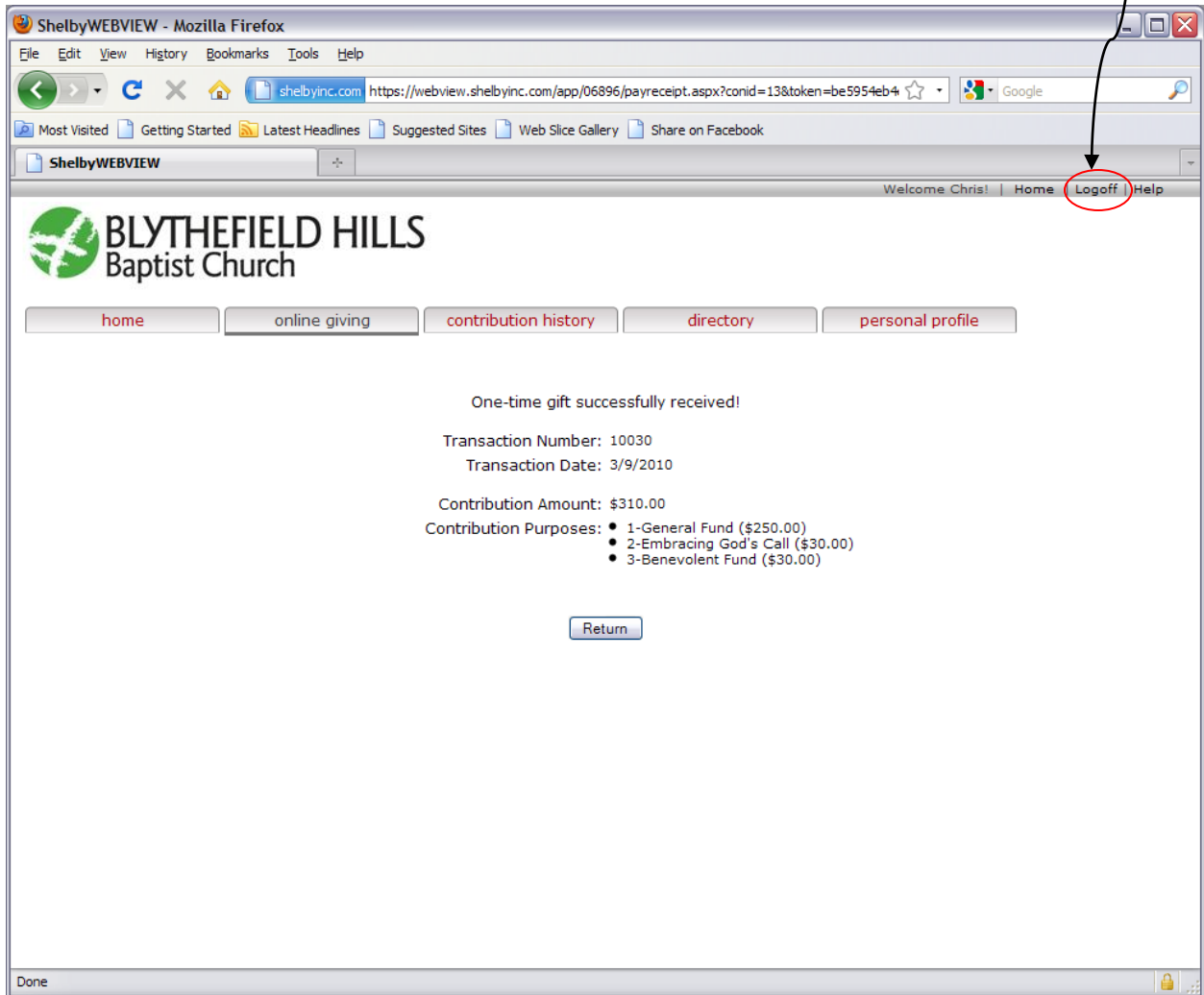
PAYMENT **PCI** **VISA** CISP Compliant **Trustwave**

Done

Confirmation of your Gift/Giving

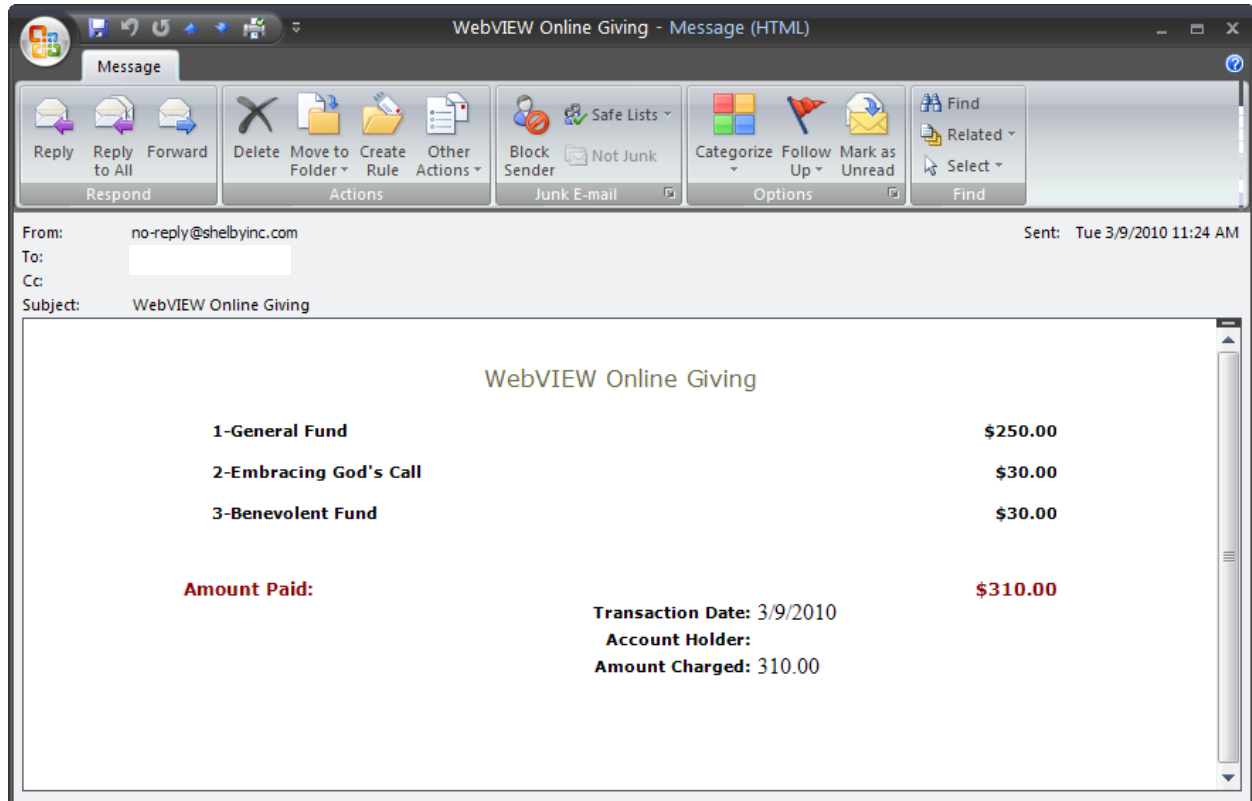
After submitting your payment, you will see a page similar to that shown in Figure 18. This is a confirmation screen that you may print for your records (you will also receive an email). Select **Return** on this screen to go back to the online giving start page. If you are completely finished, be sure to logoff.

Figure 18 – Confirmation page



In addition to the confirmation page shown in Figure 18, you will also receive a confirmation email (sent to the email address you used to login). The email will come from the address no-reply@shelbyinc.com with the subject "WebVIEW Online Giving". A sample of the email confirmation is shown in Figure 19.

Figure 19 – Confirmation email



Modifying or Ending a Recurring Payment

If you setup a weekly, biweekly or monthly recurring payment, you may edit or stop payments at any time. To make a change to a recurring payment, login and go to the **online giving** tab. You will verify your email address (reference page 2 of the instruction) and select **Start >**.

You should now see a page like that shown in Figure 20. Here, you will see your active recurring payments.

To modify or stop a recurring payment, click on the pencil icon next to the payment you wish to modify. When you do, you'll see a page similar to that shown in Figure 21.

Figure 20 – Select a payment to modify

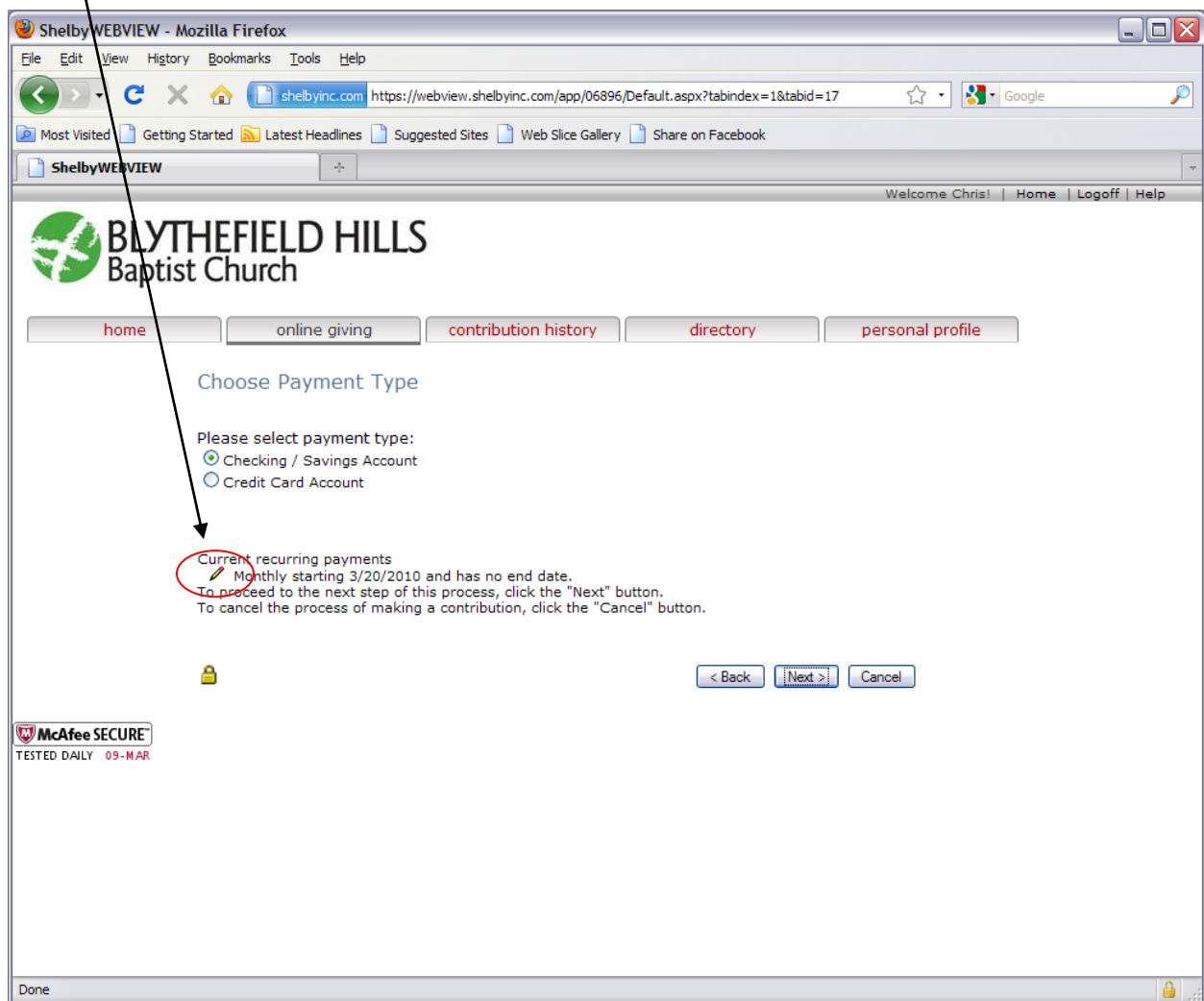
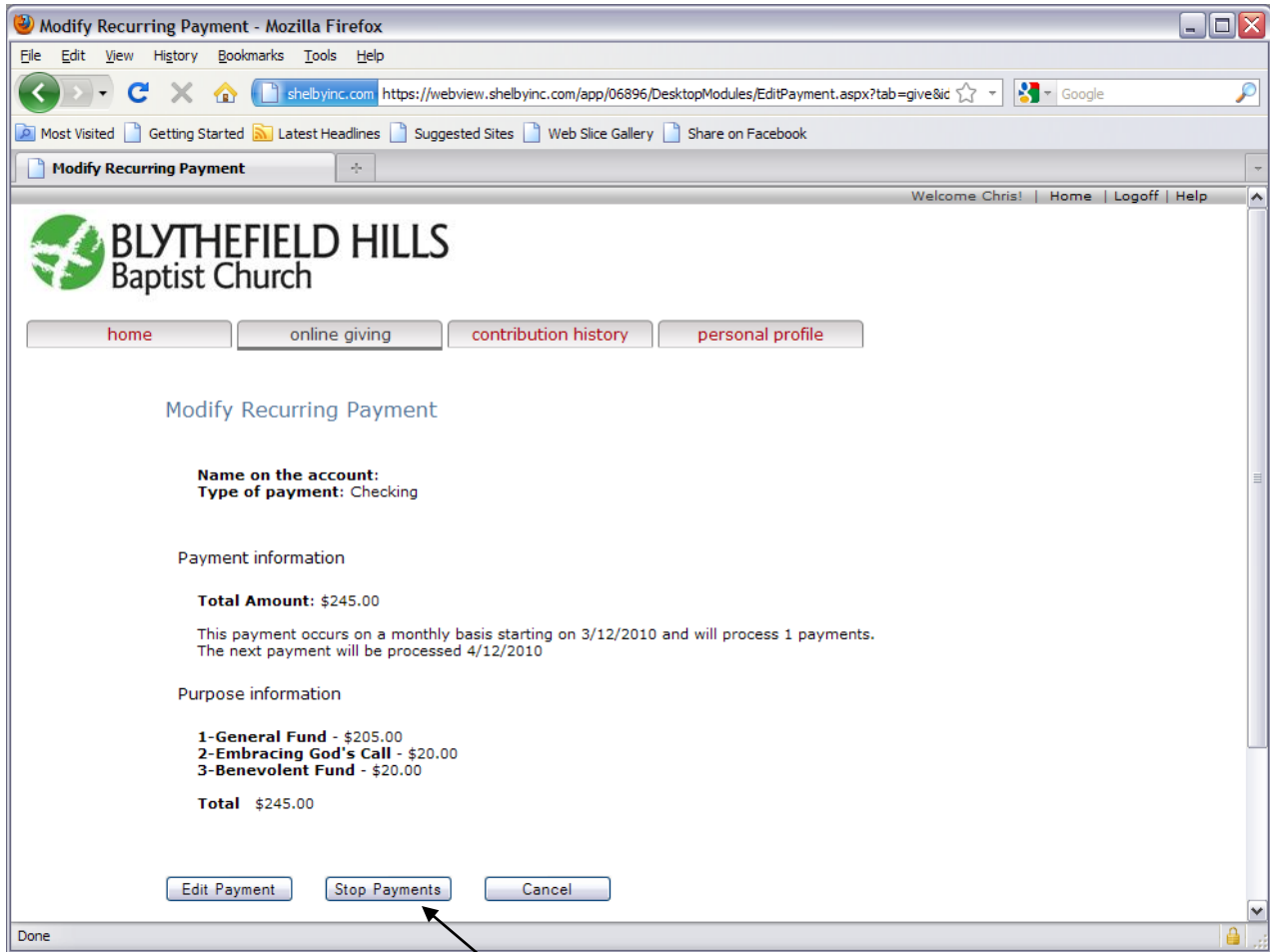
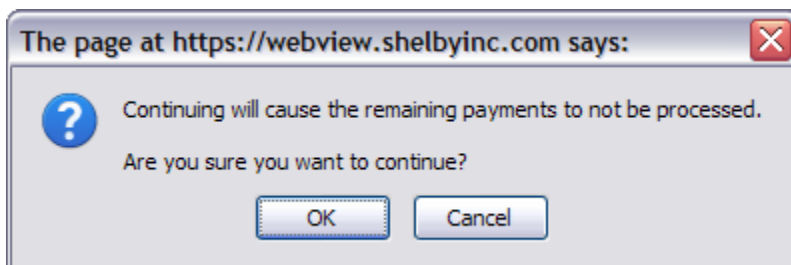


Figure 21 – Select Stop Payment



It is highly recommended that you choose **Stop Payments** and set up a new recurring payment. This will ensure that duplicate gifts are not processed from your bank account. Begin the process for setting-up a payment as referenced on pages 10-11 of this instruction.

If you wish select **Stop Payments**, you will see a pop-up window like this displayed:



Selecting "OK" will stop payment and delete this recurrence.