



## **WebView: Online Giving INSTRUCTIONS**

The Online Giving tab enables congregants to contribute to Rolling Hills Covenant Church anytime. Furthermore, it offers the convenience of establishing recurring donations. (Mac users, please use Firefox rather than Safari as your browser.)

If you are on the Online Giving tab before logging in, a generic welcome appears. Please login.

**Existing User:** Enter either your e-mail address or Member ID Number along with your password. These were e-mailed to you. A quick way to determine your password is to click on the link just below the login entitled: "Forgot your password?"

In the Forgot Password window, enter your e-mail address and hit the 'Continue' button.


If it matches RHCC's database, it will display: *Passwords are being sent.*  
If it doesn't match RHCC's database, it will display: *There are no users with e-mail addresses in the criteria you selected. No e-mails will be sent.*

In this case, contact us at [WebViewAdmin@rhcc.net](mailto:WebViewAdmin@rhcc.net) stating your full name and contact information.

Once logged in, RHCC specific information is displayed. Additional tabs appear enabling you to navigate to other aspects of WebView, and a Welcome greeting and Logoff link appear in the upper right corner in a grey bar.

- ✓ Verify your e-mail address before continuing.
- ✓ Click the **Start>** button to begin a secure online donation.

**Choose Payment Type:** Select payment type.

If you already have recurring payments established, they will be listed so that you may modify them here. Click on the  pencil graphic to modify a recurring payment.

Click **Next>** to continue.

**Provide Amount, Purpose, and Frequency:** Select the frequency desired if other than a one-time gift. A purpose is equivalent to a fund; enter the dollar amount you'd like to donate to one or more of the designated purposes. The total amount will be listed automatically. *A Memo field is provided, but is not required. You are already designating the funds to which you would like to contribute. No other funds/purposes are accepted.*

Click **Next>** to continue.

**Review and Confirm Contribution Information:** Review or change the information you entered.

Click **Next>** to continue. You will then be redirected to a secure site which is compliant with industry standards for all online transactions. Click on the link for more information about PCI compliance. **For more information about the redirect, click [here](#).**

**Payment Data Systems is a secure PCI compliant company partnering with Rolling Hills Covenant Church to process your online contribution.**

- Select payment method, and enter all required information. If desired, click Cancel to cancel the process.
- Follow the step-by-step instructions.
- When completed, click **Return>**.
- This returns you to the Online Giving Welcome screen.
- Click on another tab or logoff at the upper right hand corner.

**Logoff:** Located in the upper right corner of the page above the RHCC WebView Header is the Logoff link. Click this to logoff of WebView.

To return to RHCC's website, click on the Home tab.

Select the *Quick Launch* link, RollingHillsCovenant.com on the left below the Help links.

If you have any questions regarding WebView, please contact the WebView Administrator, Brenda Stipa, at [WebViewAdmin@rhcc.net](mailto:WebViewAdmin@rhcc.net), or 310.521.2587.