

Open Door Church

Online e-Check Donation Instructions

1. Go to <http://odcsuffolk.com/give>
2. Click "Register" (if already registered, Login & skip to step 8 below)
3. Enter your email address, and choose a secure password with at least 6 characters
4. Click "Create" button
5. Check your email, you will receive an email from ODC (via Bluefire) momentarily with a link to confirm your email address
6. Click the link in your email, enter your password (created in step 2), & click "Submit". You should get a screen that tells you your account has been created & activated. Click on the "Click here" link to proceed
7. You are now back at the "Donation Information" section of the donation screen.
8. Enter the amount you wish to donate & select the 1st fund you wish to donate to.
 - a. If you would like to donate to one of the Missions Funds, choose "Missions" & another selection box will appear where you may select which mission fund you would like to donate to.
 - b. If you wish to donate to multiple funds, click the "Add Gift" button, enter an amount, & select the desired fund for that amount. Continue this step for all funds you wish to donate to.
 - c. If you make a mistake, click "Remove" under the donation in question to remove it.
9. If you wish for this to be automatically deducted from your account on a recurring basis, choose the desired option under "Frequency".
 - a. Once you choose the desired frequency, you may edit the start date.
 - b. You may also select an end date if you desire; just click the appropriate link.
10. Enter any comment you wish to pass along to the ODC Accounting Department.
11. You are now at the "Donor Details" section. Enter the correct data in each field. Fields with a red asterisk beside them are must fill fields.
 - a. In "First Name" if you wish to enter both spouses' names, you must type the word "and" as an ampersand (&) is not an allowed character.
 - b. The state field has a drop down list that is displayed by clicking the arrow at the right of the field.
12. In "Payment Details" section, you must enter your checking or savings account information. For help, click the question mark above the routing or account number fields.
13. Please check the checkbox to the left of "Help cover 1% in transaction fees associated with processing e-checks by adding \$X.XX to this gift."
14. Clicking the "Give Now" button will bring you to the *Donation Complete* screen. You may print this screen for your records but you may not want to, as the same info will be in the email you will receive momentarily in your inbox.

15. You may now Log Out. If you log in again when you return to the page, the “Donor Details” & “Payment Details” information will auto-fill for you.
16. You may view/edit your history, account info, & recurring transactions by clicking on “Your Account” to the right of your email address just under the “Donation Information” header.
17. If you have any questions, contact accounting@odcsuffolk.com