Open Door Church
Online e-Check Donation Instructions

1. Go to http://odcsuffolk.com/give
2. Click "Sign In"
3. Click "Register For An Account" (if already registered, Sign In & skip to step 7 below)
4. Enter your info (make sure to include your email to receive receipts & cell phone number if you want to give via text – NOTE: DO NOT ENTER A LANDLINE PHONE NUMBER, registration will fail), and choose a secure password with at least 8 characters, 1 UPPER Case letter, 1 lower case letter, & 1 Number
5. Depending on whether you entered a Cell Phone number or not, there will be one of two options at the bottom.
   a. If Cell entered: Click the "Text Secure PIN" button, then enter the code that was sent to you phone in the box on the web page.
   b. If Email only entered: Click the "Register" button. You should receive an email with the link to the BlueFire site & your UserName. Make sure to remember your password.
6. If you are still logged in, Choose "My Account", "Payment Methods", "Add Payment Method", "Bank Account" (ODC does not accept cards via BlueFire), enter your banking info and click the "Save" button at the bottom.
7. To tell if you are logged in or not, look to the right of "Give Now" and see if it says "Sign In" or "My Account". If you see "My Account", you are already logged in. However, if you see "Sign In", click it to sign in to pull up all your info, then
8. To make a donation, Click "Give Now" (near the top, to the left of "My Account")
9. 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 Donation" button, select the desired fund & enter an amount for that fund. Continue this step for all funds you wish to donate to.
   c. If you make a mistake, click the "Trash Can" to the right of the donation amount in question to remove it.
10. Enter any comment you wish to pass along to the ODC Accounting Department.
11. If you wish for this gift to be automatically deducted from your account on a recurring basis, Click the checkbox for "Make This Gift Recurring", then choose the desired option under "Frequency". Once you choose the desired frequency, you may:
    a. Type in a number of times the gift is to recur (If blank, it will be indefinite).
    b. Edit the start date.

12. If you are logged in, you will see "I'd Like To Give By" & your default account will be in the box. You can change or add another account if you would like

13. If you are not logged in or haven't yet entered your banking info, in the "Payment Information" section, you must enter your checking or savings account information.

14. Please leave the checkbox to the left of "Help cover Costs Of Processing" to help cover the fees associated with processing e-checks.

15. Clicking the "Submit" 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.

16. You may now Log Out. If you log in again when you return to the page, the "Payment & Billing Information" on file will be used and you won't have to re-enter it.

17. You may view/edit your history, account info, & recurring transactions by clicking on "Your Account".

18. If you have any questions, contact accounting@odcsuffolk.com