

Log in to **Zlink** (the members only section of the website)

Go to zpc.org, upper right side, click on **Zlink Login**. (If you don't already have a Zlink user ID, create one)

Once you've logged in, click on the tab that says "Giving"

Step #1 – Give Now:

1. Enter the "Amount" of your gift
2. Select either "One Time" or "Recurring"
 - a. for One Time gift, select date you wish the gift to be processed

Give Now | My Scheduled Giving

Gift (1) | Funds (2) | Payment Method (3) | Review & Process (4) | Receipt

How much would you like to give? ex: 50.00

How often would you like to give? One Time Recurring

When would you like to give? 9/14/2016

Continue >>

- b. for Recurring gift, complete the following steps
 - i. Select the frequency
 - ii. Select the day of the week for your gifts (Sunday thru Saturday)
 - iii. Select the date you wish your gift to begin
 - iv. Select either the number of occurrences of your gift OR the date you wish your recurring gift to end

Gift (1) | Funds (2) | Payment Method (3) | Review & Process (4) | Receipt

How much would you like to give? ex: 50.00 Amount is required.

How often would you like to give? One Time Recurring

Which recurrence pattern do you prefer? Weekly Every 2 Weeks Monthly Every 3 Months Twice a Month

On which day do you want to give? Wednesday

When would you like to start giving? 9/14/2016

When would you like to stop giving? End after: occurrences End by: 12/31/2017

Continue >>

3. Click "Continue"

Step #2 – "Greatest Need" Fund:

1. Retype the dollar amount in the box to the right of "Greatest Need."
 - a. you can also include a description of your gift (see box that says "Optional Description")

Gift (1) | Funds (2) | Payment Method (3)

Greatest Need Optional Description

Give Now | My Scheduled Giving

Gift (1) | Funds (2) | Payment Method (3)

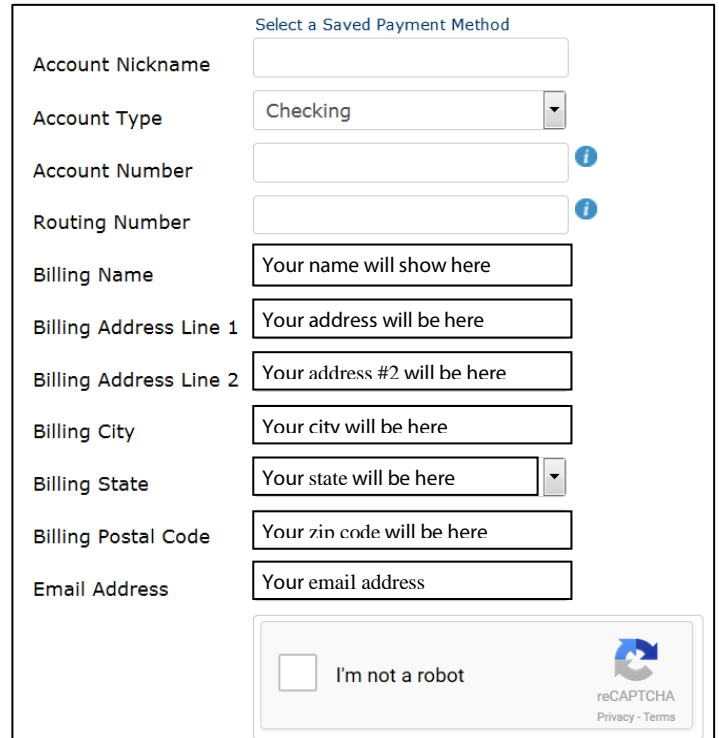
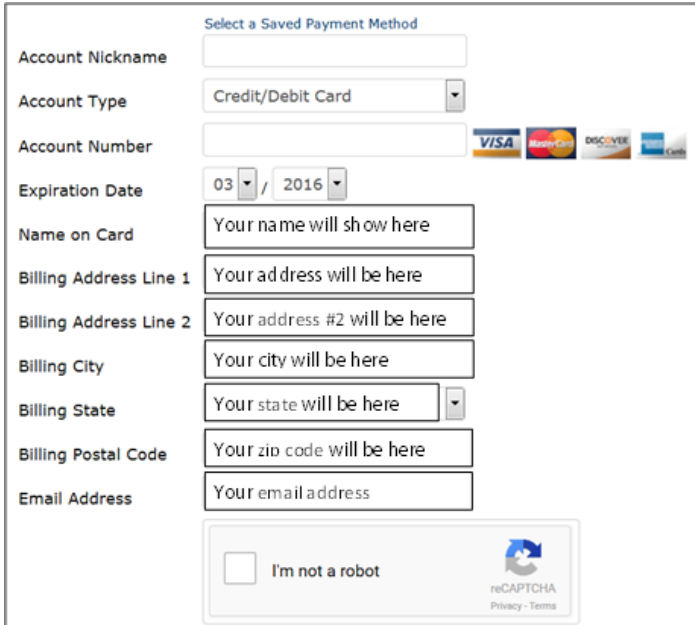
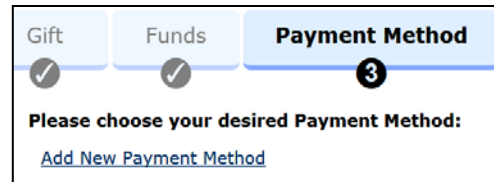
Greatest Need

\$50.00 of \$50.00 Remaining

2. Click "Continue"

Step #3 – Payment Method:

1. if you have previously entered your giving info in Zlink, you can select that payment method
2. if not, click “Add New Payment Method”
3. you can give this payment method a nickname
4. select an Account Type: Credit/Debit Card, Checking, or Savings
5. Your name and contact info will be automatically entered for you, make any changes needed



6. for credit/debit cards
 - a. enter your credit/debit card number
 - b. enter the expiration date
7. for checking or savings accounts
 - a. enter your checking or savings account number
 - b. enter your bank’s routing (ABA) number
8. click the “I’m not a robot” box
9. Click “Continue”

Step #4 – Review & Process:

1. Review all the information you have entered
 - a. if incorrect, click on the “back” button and re-enter your information
 - b. if correct, click on “Process Gift”

Step #5 – Receipt:

1. If your gift was either a one-time gift or a recurring gift dated the day you set-up the gift, you will get a confirmation screen that says:

We have received your online contribution. Thank you for your contribution to the ministries of Zionsville Presbyterian Church. Blessings, Finance Office
2. If your gift was either a one-time gift or a recurring gift dated in the future, you will get a confirmation screen that says:

Thank you for setting up your recurring gift to the ministries of Zionsville Presbyterian Church. You will receive a confirmation email when your gift is processed. Blessings, Finance Office
3. You will receive a confirmation email each time your gift is processed, whatever that frequency is. The email will contain a receipt #, Contribution Date, Payment Amount, Account Description, and ending numbers of your account. It will also show the fund distribution of your contribution.