

## How to Give to FBCM directly through your Online Banking Account.

If you like you can most likely give offerings to First Baptist Church through your banks free “BillPay” services. Each bank is different, but I believe the steps are generally the same. (I will use Webster Bank as the example because that is the bank I deal with).

First of all you need to have set up your BillPay service for use (I will leave that to you).

Then to send to FBCM, you will have to set up the church as one of your Bill Payees. Unlike many of the normal bills we pay, FBCM won't be on the list of electronic payee choices that are offered, but if you begin the process and search, eventually you should get to a screen that allows you to set up an account to pay by CHECK (the bank then cuts a check and mails it to FBCM at no cost to you).

Here are the screens that come up with Websterbank. I'm sure they are different for other banks, but perhaps this will help you see what I mean.

1. First I started by “Adding a New Payee” from a drop down list under “Pay Bills”.

The screenshot shows the 'Add A New Payee' form in an online banking interface. The navigation bar at the top includes 'Financial Summary', 'Accounts', 'Move Money', 'Pay Bills', and 'Customer Service'. The form title is 'Add A New Payee'. Below the title, a note states: 'Fields indicated with an asterisk (\*) are required.' The form contains four fields: 'Payee Name' with the value 'First Baptist Church Manchester' and a red asterisk; 'Payment Account #' which is empty and has a red asterisk; 'Payee Nick Name' with the value 'my offering' and a help icon; and 'View on Shortlist ?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom of the form are 'Cancel' and 'Continue' buttons.

2. I tried entering without an account # and it bounced back, so then I entered “NONE” and it went through (you don't need an account number – if you want to put your phone number you can, but it's not necessary.)
3. Eventually Websterbank indicates that they have no “electronic payee” for FBCM. But then it gives the option (see bottom of next screenshot) to “Add FBCM to be paid by check.” THIS IS WHAT YOU NEED TO CLICK.

Fields indicated with an asterisk (\*) are required.

**Errors:**  
We were unable to locate an electronic payee matching fbc. Please verify that the payee is correct and if necessary, re-enter the name then click "Continue" to start a new search. Otherwise, you can choose to select a new payee name from the payee list or add your payee to be paid by check.

Payee Name	<input type="text" value="First Baptist Church"/>
Payment Account #	<input type="text" value="NONE"/>
Payee Nick Name	<input type="text" value="my offering"/> ?
View on Shortlist ?	<input checked="" type="radio"/> Yes <input type="radio"/> No

+ Select a Payee from Our List

[Add "fbc" to be paid by check](#)

Cancel

Continue

#### 4. It now asks for mailing information for FBCM. Fill it in...

Please review the following information and verify that it is correct. If any information is incorrect, click **E** and make the necessary changes.  
Please note that any letters in the account number will be converted to Upper Case.

Payee Name	<b>First Baptist Church</b>
Payment Account #	<b>NONE</b>
Payee Nick Name	<b>my offering</b>
View on Shortlist ?	<b>Yes</b>
Email Address	<b>FBCM777@gmail.com</b>
Payee Address Line 1	<b>240 Hillstown Rd</b>
Payee Address Line 2	
City	<b>Manchester</b>
State	<b>CT</b>
Zip	<b>06040</b>
Phone #	<b>860 - 649 - 7509</b>

Edit

Cancel

Continue

5. Finally First Baptist Church now shows on my list of places I can pay bills too. I can then set up a “One Time payment” or set up a “Recurring Bill payment” if you want to set up a regular giving plan.

Connecticut Natural Gas xxxxx3167	CNG	Electronic		03/06/2014 	\$ <input type="text"/>
Last Paid \$201.62 on 02/25/2014					
Equitable Life xxxxx6979	Nina's Insurance	Electronic		03/06/2014 	\$ <input type="text"/>
Last Paid \$226.92 on 02/05/2014					
First Baptist Church xxxxxNONE	my offering	Check		03/10/2014 	\$ <input type="text"/>
Hanover Insurance xxxxx2600	Hanover Auto Ins	Electronic		03/06/2014 	\$ <input type="text"/>
JC Penney Regular		Electronic		03/06/2014 	\$ <input type="text"/>