

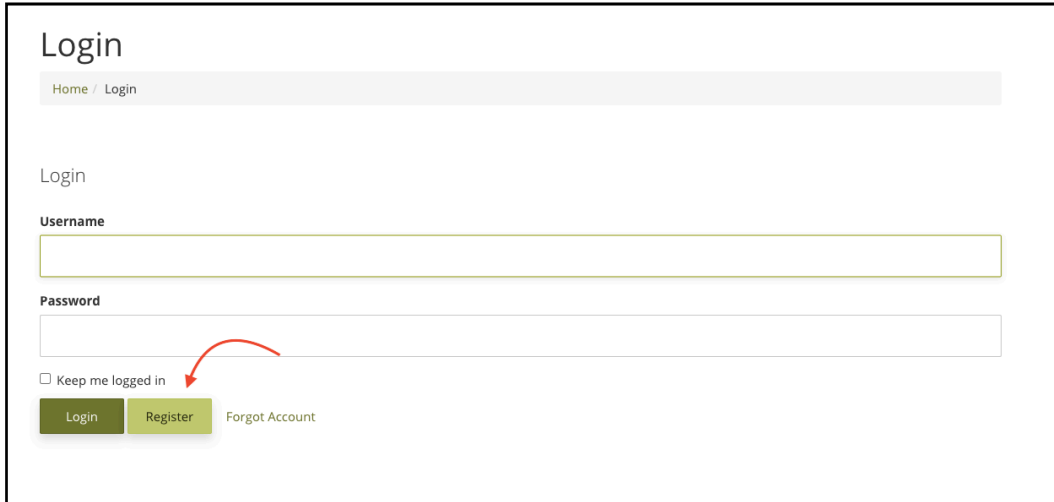
# NEW CITY CHURCH

CREATE ACCOUNT TO MANAGE YOUR ONLINE GIVING

---

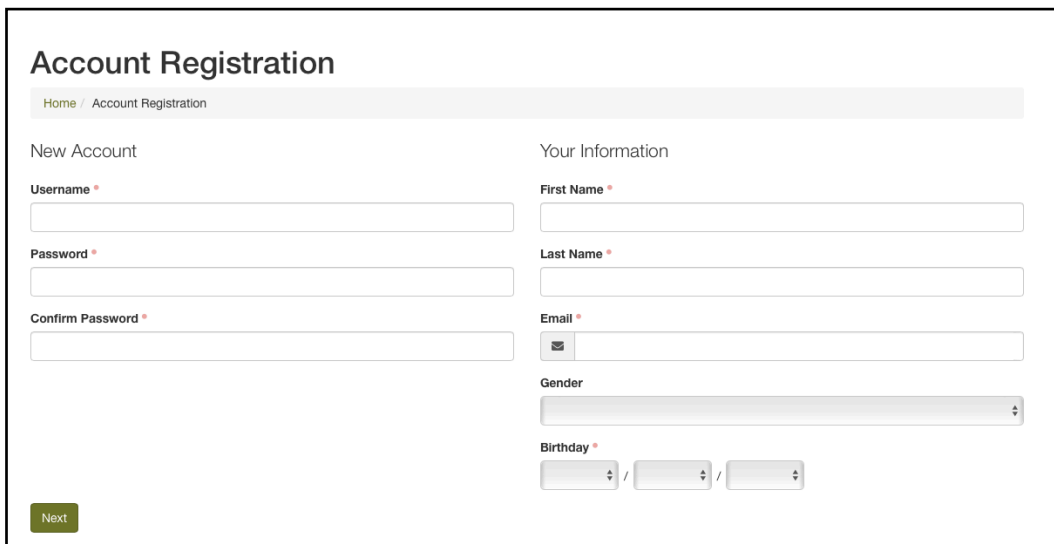
## How to Create your New City Account

- Click [HERE](#) or go to [newcityphx.com/give](http://newcityphx.com/give) and click Give Now
- Click "Register"



The screenshot shows the 'Login' page. At the top, there is a breadcrumb trail: 'Home / Login'. Below this, the word 'Login' is displayed. There are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Keep me logged in'. At the bottom, there are three buttons: 'Login', 'Register', and 'Forgot Account'. A red arrow points from the 'Keep me logged in' checkbox to the 'Register' button.

- Fill in your information, click "Next"



The screenshot shows the 'Account Registration' page. At the top, there is a breadcrumb trail: 'Home / Account Registration'. The page is divided into two columns. The left column is titled 'New Account' and contains three input fields: 'Username \*', 'Password \*', and 'Confirm Password \*'. The right column is titled 'Your Information' and contains four input fields: 'First Name \*', 'Last Name \*', 'Email \*', and 'Gender'. Below the 'Email \*' field is a dropdown menu for 'Gender'. At the bottom of the 'Your Information' column, there are three input fields for 'Birthday \*'. A 'Next' button is located at the bottom left of the page.

- Select the radio dial next to your name.
  - This step ensures that your information is correctly matched with your past giving history in the old system.

**\*\*If you are a first time giver to New City, you won't be prompted to complete this step\*\***

**Account Registration**

Home / Account Registration

There are already one or more people in our system that have the same email address and last name as you do. Are any of these people you?

You?	Name	Gender	Birth Day
<input type="radio"/>	Matthew Klein	Male	October 29

None of these are me

Previous

- You will be asked to confirm your email for security.
- Once your email is confirmed, click [HERE](#) to login ([newcityphx.com/give](http://newcityphx.com/give) -> Give Now) to access your new account.

## How to Update and Manage your Giving Profile.

- **Give Now:** give either a one-time gift or set up reoccurring giving schedules.

**Give Now**

Home / Give / Give Now

Give Now

Giving History

Manage Giving Profiles

Payment Accounts

Update Recurring

**Contribution Information**

**General Fund**

\$ 0.00

Add Another Account ▾

Cover the \$0.00 in credit card processing fees ⓘ

**Frequency**

One-Time ▾

**When**

1/28/2021 📅

- **Giving History:** view your giving history and download giving statements.

- **Manage Giving Profiles:** edit or delete reoccurring gifts schedules.

- **Payment Accounts:** view or delete active payment methods.

NAME	ACCOUNT NUMBER	ACCOUNT TYPE
Visa - 1108	*****1108	Credit Card - Visa