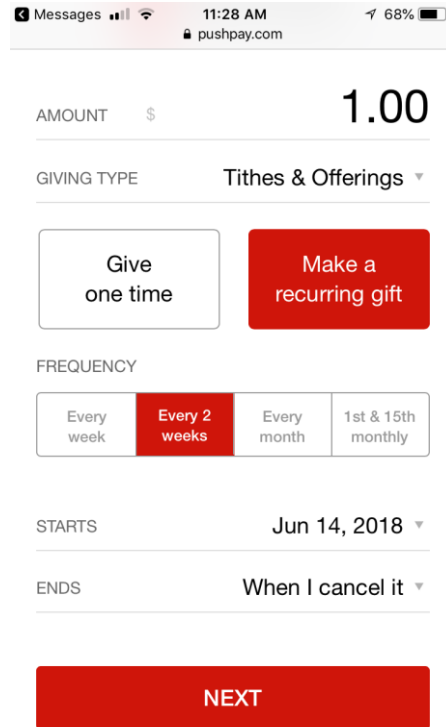


How to Create Recurring/Scheduled Gifts in PushPay (via Mobile Device)

Once you have created your PushPay account, you can “Give one time” or “Make a recurring gift” (see below).

- 1) To set-up a recurring gift, select the “Make a recurring gift” option.



The screenshot shows the PushPay mobile app interface for creating a recurring gift. At the top, the status bar shows 'Messages', signal strength, Wi-Fi, time '11:28 AM', and battery '68%'. Below the status bar, the URL 'pushpay.com' is visible. The main form has the following fields and options:

- AMOUNT:** \$ 1.00
- GIVING TYPE:** Tithes & Offerings (dropdown menu)
- Buttons:** 'Give one time' (white button) and 'Make a recurring gift' (red button).
- FREQUENCY:** A row of four buttons: 'Every week', 'Every 2 weeks' (selected, red), 'Every month', and '1st & 15th monthly'.
- STARTS:** Jun 14, 2018 (dropdown menu)
- ENDS:** When I cancel it (dropdown menu)
- Next Step:** A large red 'NEXT' button at the bottom.

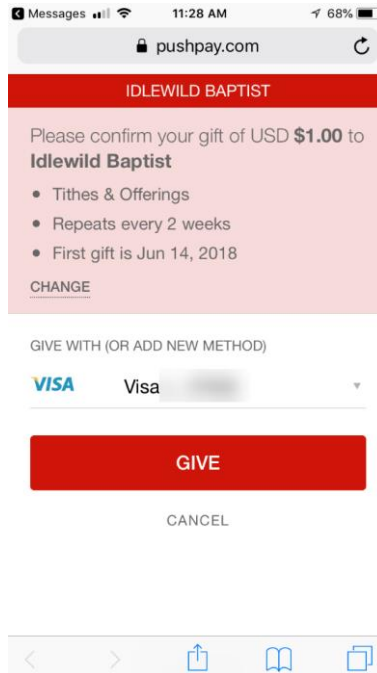
- 2) Once that is selected, you will want to select the “Frequency” of your gift. Options for the frequency are as follows:

- Every week
- Every 2 weeks
- Every month
- 1st and 15th monthly

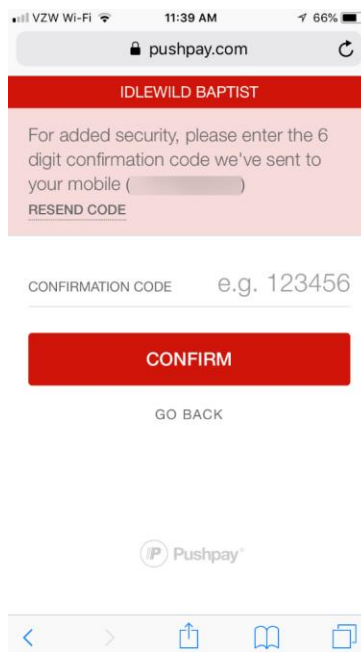
- 3) Just below the “Frequency” you can enter the “Starts” and “Ends” dates.

- 4) When you have made all of the appropriate selections, select the “Next” button at the bottom of the screen.

- 5) You will receive the below confirmation page. Pressing the “Give button” will complete the set-up/transaction.



- 6) You will receive a text with a confirmation code. Enter the confirmation code and select the “Confirm” button.



7) After confirming, you will receive the below, indicating that your gift was successfully set-up.

