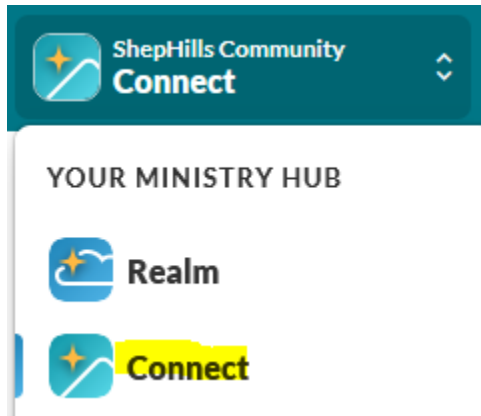
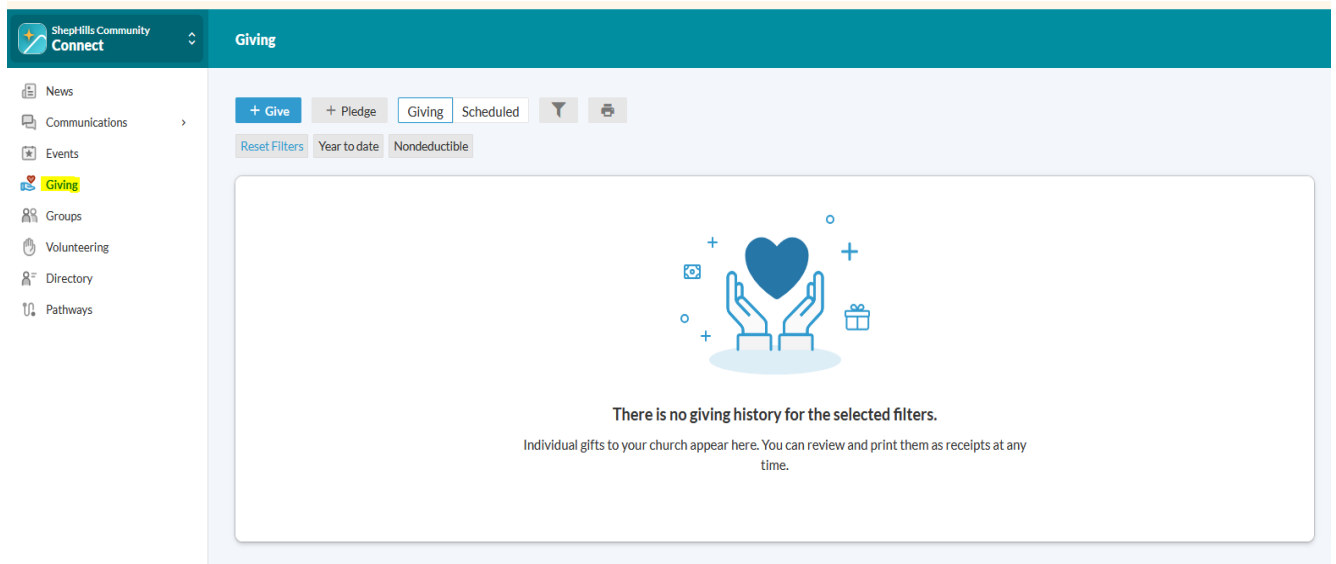


# Realm Online Giving Instructions

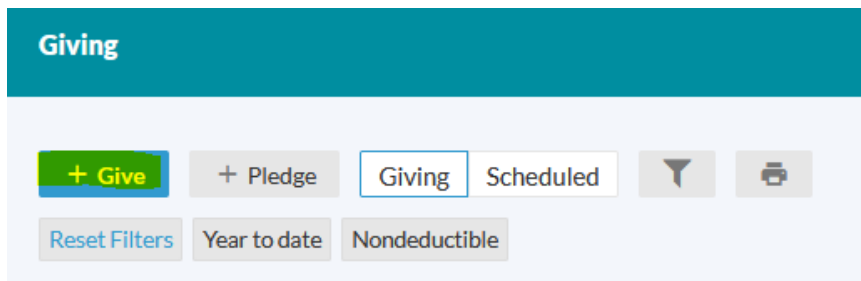
First login to your account at [Realm Login Link](#) and then in the top left, click the down arrow until you see “Connect”. Click on Connect.



After switching to “Connect”, select “Giving” in the far left column.



Click on the  blue tab.



Now, a pop up will come on the screen and you can enter your giving details.

- **Example: A monthly Pledge of \$100 drafted on the 15<sup>th</sup> of every month.**
  - Click the down arrow for “Fund” and choose “Intention 2025 (Pledged)”.
  - You will want to choose “Give Multiple Times”
    - If you are setting up your monthly Online Giving Pledge.
  - Choose your frequency, I chose “Every Month”.
  - Start Date: 1/15/2025 as the first date of my monthly pledge payment.
  - Click on + End before you click “Continue”

How much would you like to give?

Amount: \$ 100.00 Fund: Intention 2025 (Pledged)

+ Another Fund

GIVE ONCE | GIVE MULTIPLE TIMES

EVERY WEEK | EVERY 2 WEEKS | EVERY MONTH | TWICE A MONTH | EVERY 3 MONTHS

Start date: 1/15/2025 + END

SUMMARY | \$100.00 every month

Cancel Continue

- **After clicking + End, choose either a date or a number of times.**
  - I chose number of times as “12”.
  - You can check the Total at the bottom before clicking Continue to ensure your Pledge is entered correctly.
- **Click “Continue”**

How much would you like to give?

Amount: \$ 100.00 Fund: Intention 2025 (Pledged)

+ Another Fund

GIVE ONCE | GIVE MULTIPLE TIMES

EVERY WEEK | EVERY 2 WEEKS | EVERY MONTH | TWICE A MONTH | EVERY 3 MONTHS

Start date: 1/15/2025

Stop giving after: # of times Number of times: 12

SUMMARY | \$100.00 every month | 12 gifts scheduled | \$1,200.00 in total gifts

Cancel Continue

After clicking Continue, another pop up will come up. This will give you the option to give via a Debit or Credit card OR a bank account.

- Example: Bank Account Option
- Enter your respective information
  - You can also cover the Processing Costs incurred by the church, in the below highlighted sentence “Contribute an extra \$1 per gift to help offset processing costs” if you check that sentence.
    - Giving processing costs is optional and they are lower if you choose to give via a bank account vs. a debit/credit card.
- Click the blue button in the bottom right corner “Give \_\_\_\_”

How would you like to give, Hilary?

CREDIT OR DEBIT  BANK ACCOUNT

Routing Number  Account Number

Billing Name  
Hilary Russell

Billing Address 1  Billing Address 2

Billing City  Austin Billing State  Texas Billing Postal Code  78746-8033

Contribute an extra \$1.00 per gift to help offset processing costs.

SUMMARY	<b>\$101.00</b> every month	<b>12</b> gifts scheduled	<b>\$1,212.00</b> in total gifts
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You are done!