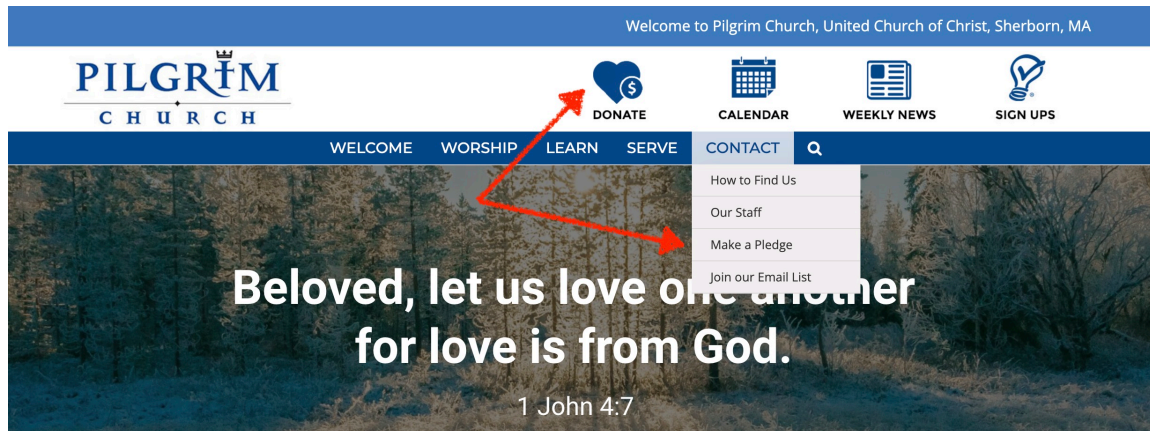


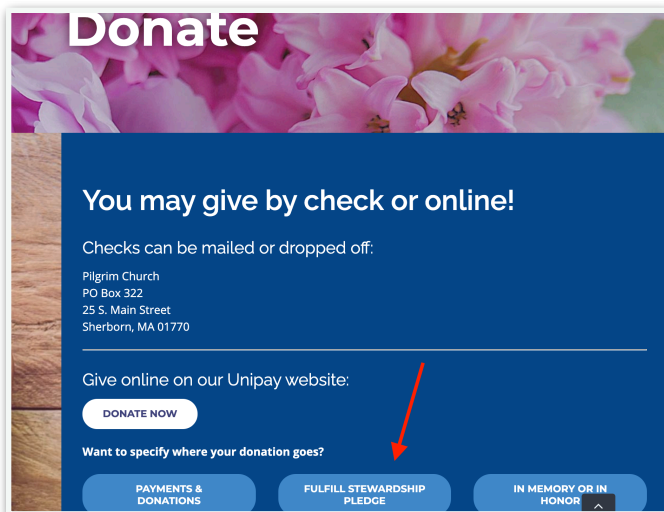
# Pilgrim Church

## Recurring Payment Instructions

- 1) To make a payment or set up recurring payments, visit the donate page on our website [pilgrimsherborn.org](http://pilgrimsherborn.org). Click the DONATE button at the top, or you can find it on the menu under "Contact".



- 2) Any of the options on the Donate page will bring you to the Pilgrim Church Unipay site where you can make a payment. Choose "Fulfill a Stewardship Pledge" to go directly to the Stewardship payment page.



- 3) You will see the following screen; fill payment amount you would like to make. Please put the pledge year in the Memo if you would like the payment to apply to a specific year (e.g. Please 2020, or 2021).

### Donation to Meet my Stewardship Pledge

Please apply this toward my annual pledge. It will be allocated as I indicated on my annual pledge card. Pledge cards may be found on [our website](#) during our annual pledge drive, or by contacting the church office.

For your convenience, you will have the option to set up recurring or scheduled payments (when using electronic check payment) during the checkout process. Please complete all required information below (Indicated by \*)

Pay Amount\*









My First Name\*

My Last Name\*

Comment/Memo\*?

[Add To Cart](#)

Accepted payment types:

							
Check	Credit	Debit	Credit	Debit	Credit	Debit	

- 4) **On the next page you will have the option of setting up a Recurring Payment.** Click the link and follow the prompts.

You will be required to set up a Unipay account if you do not have one to make recurring payments. The recurring account will link to checking account (credit card is not available for this option.)

## UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com









Welcome Cart (1) Login

Cart

Description	Price	Qty	Total	Remove
Donation to Meet my Stewardship Pledge <a href="#">Setup Recurring Payments</a>	\$250.00	1	\$250.00	✖

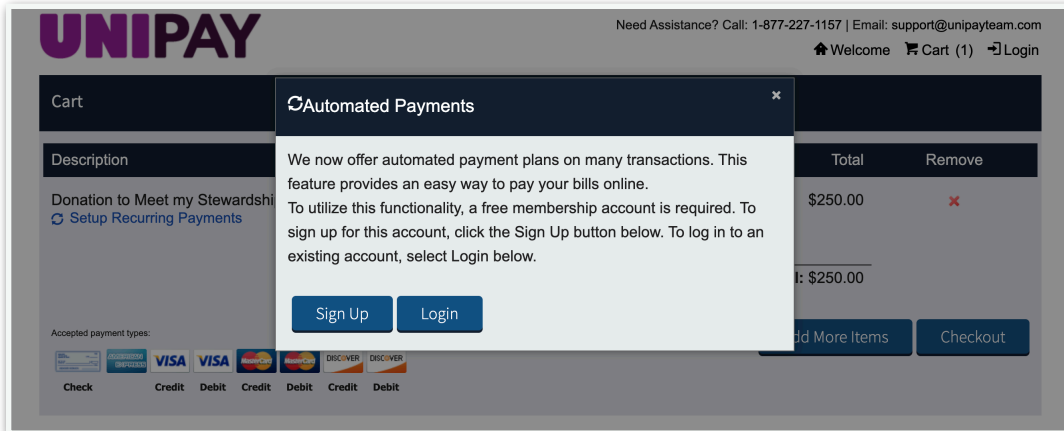
**Total: \$250.00**

Accepted payment types:

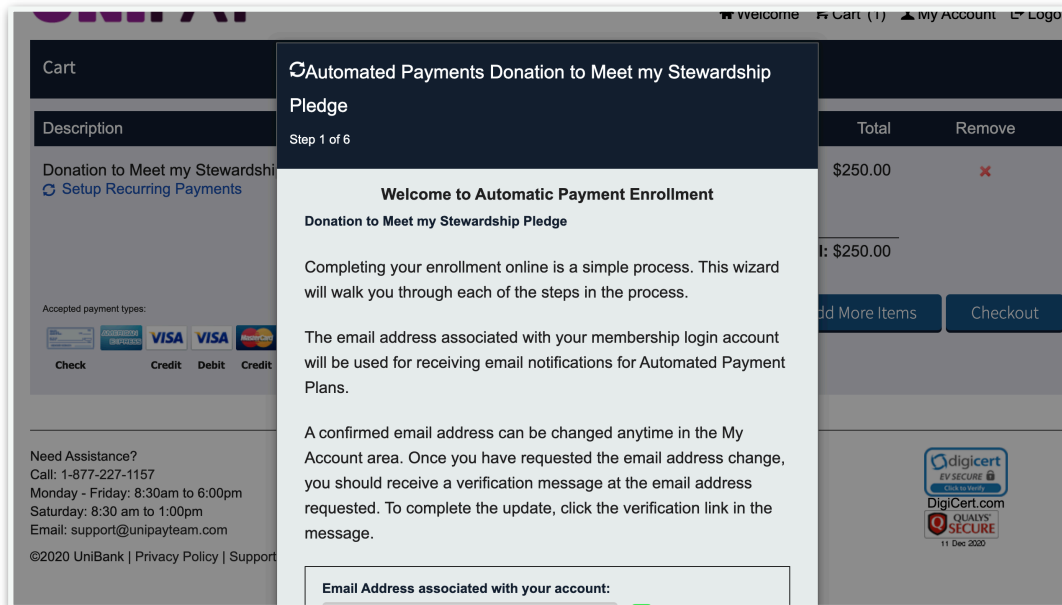
							
Check	Credit	Debit	Credit	Debit	Credit	Debit	

[Add More Items](#) [Checkout](#)

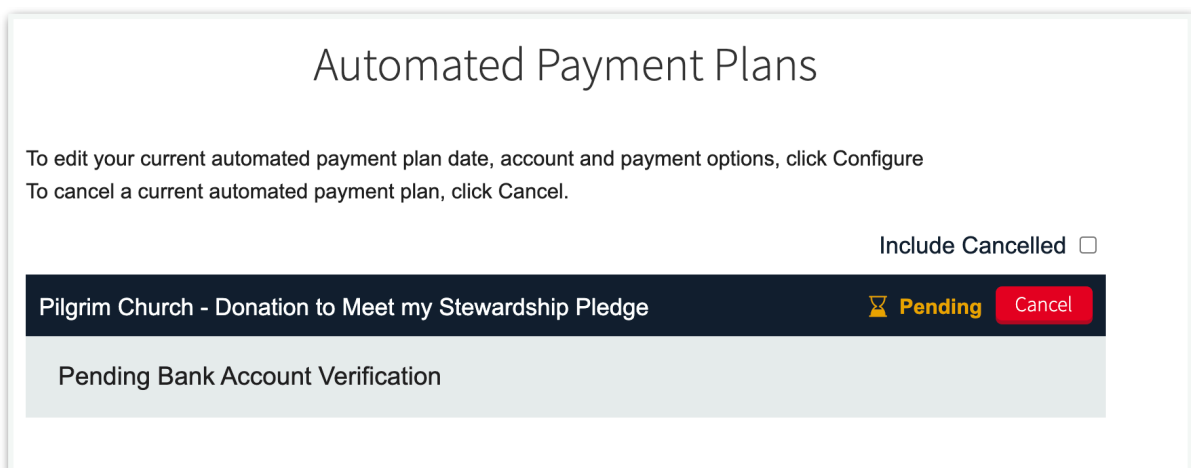
Have a check handy for information needed for one-time set up.



From here you will follow the prompts to set up your recurring payments.



**5) You will need to Verify your payment information before your payment plan is active, look for an email with the link after finished.**



Your payment plan WILL NOT be active unless the below steps are taken:

You will receive an email with a link that you must click, used to verify your email account.

Within two business days after the enrollment process is initiated, Micro-Deposits (two small deposits under \$1.00) will be added and then removed from your bank account. **To Verify your bank account, you MUST log in to your UniPay Account to confirm these two amounts within 5 days.** (After 5 days the plan will expire & you will need to re-enroll.) Once you see the Micro- Deposits in your account, Login and Under MY ACCOUNT, enter the Micro Deposit amounts, then select [Confirm]

Once your recurring payment is verified go into your Unipay account under **My Account**, look for **Automated Payment Plans** on the left side menu. Then select **Configure** to select payment and date options.

After selecting Configure the Autopay Options screen will appear.

- The verified bank account will be shown, as well as the pay amount
- You will have the option to select an end date of the Autopay plan if desired
- You will have the ability to select which date that you would like your payment to post
- Upon making those selections please select **Activate**, which will complete the Recurring Payments setup process.

The screenshot shows the 'AutoPay Options' interface. At the top, it says 'Demo Business - Donations'. Below that, there's a dropdown for 'Account' with 'Unibank Checking' selected. A 'Pay Amount' field is next to it. Underneath, there's a '1st Payment Date' field. A dropdown menu is open for 'Frequency', showing options: weekly, bi-weekly, monthly, quarterly, semi-annually, and annual. There are also radio buttons for 'No End Date', 'End By', and 'End After'. At the bottom, there's a checkbox for 'Opt-out of email notifications' and two buttons: 'Cancel' and 'Activate'.

After your payment plan is active if you would like to check that your payment was scheduled, you can simply Log in to your Account, select **My Account**, then **View Scheduled Payments**.

\*\*\*\*\*

You can also visit our Pilgrim Church Unipay site linked from our church website [pilgrimsherborn.org/donate](http://pilgrimsherborn.org/donate) anytime to make a single payment for any church related activity.

Please contact the church office with any questions, (508) 655-1667 or [admin@pilgrimsherborn.org](mailto:admin@pilgrimsherborn.org).