Pilgrim Church Recurring Payment Instructions

 To make a payment or set up recurring payments, visit the donate page on our website <u>pilgrimsherborn.org</u>. 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 <u>our website</u> 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: |

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: | Need Assistance? Call: 1-877-227-1157 Email: support@unipayteam.com ♠ Welcome ┡ Cart (1) 관Login | | |
|--|----------|------------------------|--|----------|--|
| Cart | | | | | |
| Description | Price | Qty | Total | Remove | |
| Donation to Meet my Stewardship Pledge Setup Recurring Payments | \$250.00 | 1 | \$250.00 | × | |
| | | | Total: \$250.00 | | |
| Accepted payment types: | | | Add More Items | Checkout | |
| | DISCOVER | | | | |
| Check Credit Debit Credit Debit Credi | it Debit | | | | |

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

| UNIPAY | Need Assistance? Call: 1-87 | 7-227-1157 Email: sup | oport@unipayteam.co ≓Cart (1) →Logi |
|--------------------------------|--|-------------------------|--|
| Cart | CAutomated Payments * | | |
| Description | We now offer automated payment plans on many transactions. This | Total | Remove |
| Donation to Meet my Stewardshi | feature provides an easy way to pay your bills online. To utilize this functionality, a free membership account is required. To sign up for this account, click the Sign Up button below. To log in to an existing account, select Login below. | \$250.00 | × |
| Accepted payment types: | Sign Up Login | dd More Items | Checkout |
| Check Credit Debit Credit | Debit Credit Debit | | |

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

| | Tr weicome | | Account L y Logou |
|---|--|---------------|---|
| Cart | CAutomated Payments Donation to Meet my Stewardship | | |
| Description | Step 1 of 6 | Total | Remove |
| Donation to Meet my Stewardshi | Welcome to Automatic Payment Enrollment | \$250.00 | × |
| Accepted payment types: | Completing your enrollment online is a simple process. This wizard will walk you through each of the steps in the process. | I: \$250.00 | Chackput |
| Check Credit Debit Credit | The email address associated with your membership login account will be used for receiving email notifications for Automated Payment Plans. | Ju More items | |
| Need Assistance? Cali: 1-877-227-1157 Monday - Friday: 8:30am to 6:00pm Saturday: 8:30 am to 1:00pm Email: support@unipayteam.com ©2020 UniBank Privacy Policy Support | A confirmed email address can be changed anytime in the My Account area. Once you have requested the email address change, you should receive a verification message at the email address requested. To complete the update, click the verification link in the message. | | And a construction of the |
| | Email Address associated with your account: | | |

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

| Automated Payment Plans | 5 |
|---|-----------------------|
| To edit your current automated payment plan date, account and payment options, cli To cancel a current automated payment plan, click Cancel. | ck Configure |
| | Include Cancelled |
| Pilgrim Church - Donation to Meet my Stewardship Pledge | Pending Cancel |
| Pending Bank Account Verification | |
| | |

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.

| AutoPay Options | |
|---------------------------|--------------------------------------|
| Demo Business - Donations | |
| Account: | Unibank Checking |
| Pay Amoun | t: \$ |
| 1st Paymen | t Date: |
| No End D | Select weekly |
| End By: | bi-weekly monthly |
| End After | quarterly semi-annually annual |
| Frequency: | Select |
| Opt-out o | f email notifications |
| | Cancel 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 anytime to make a single payment for any church related activity.

Please contact the church office with any questions, (508) 655-1667 or <u>admin@pilgrimsherborn.org</u>.