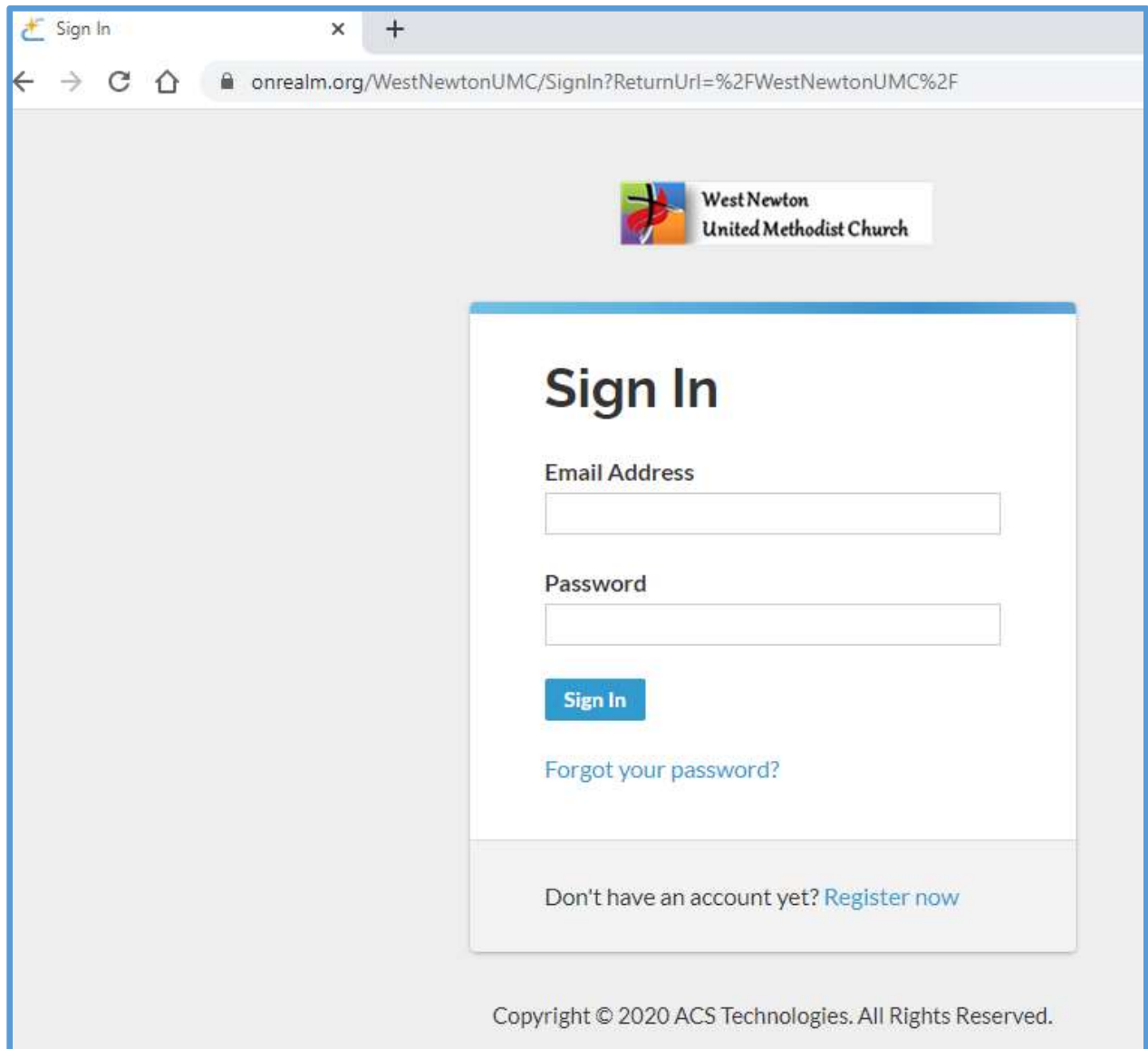


TO SET UP ONLINE GIVING

Open a web browser (Internet Explorer, Google Chrome, etc) and type in www.onrealm.org/westnewtonumc

If you already have an account, sign in and skip to “Setting up Giving”.

If you do not already have an account, click “Register Now”.



The screenshot shows a web browser window with the following elements:

- Browser Tab:** "Sign In"
- Address Bar:** onrealm.org/WestNewtonUMC/SignIn?ReturnUrl=%2FWestNewtonUMC%2F
- Logo:** West Newton United Methodist Church
- Sign In Form:**
 - Sign In** (Title)
 - Email Address** (Label)
 - Password** (Label)
 - Sign In** (Button)
 - [Forgot your password?](#)
 - [Don't have an account yet? Register now](#)
- Footer:** Copyright © 2020 ACS Technologies. All Rights Reserved.

Enter your email address and create a password. You must enter the password in both Create Password and Confirm Password boxes.

After filling those 3 fields, click the box that says "I'm not a robot"

Click Register


Register

Sign-up is easy, and it's free! Get started by completing the fields below.

Email Address

Create Password (8 character min)

Confirm Password

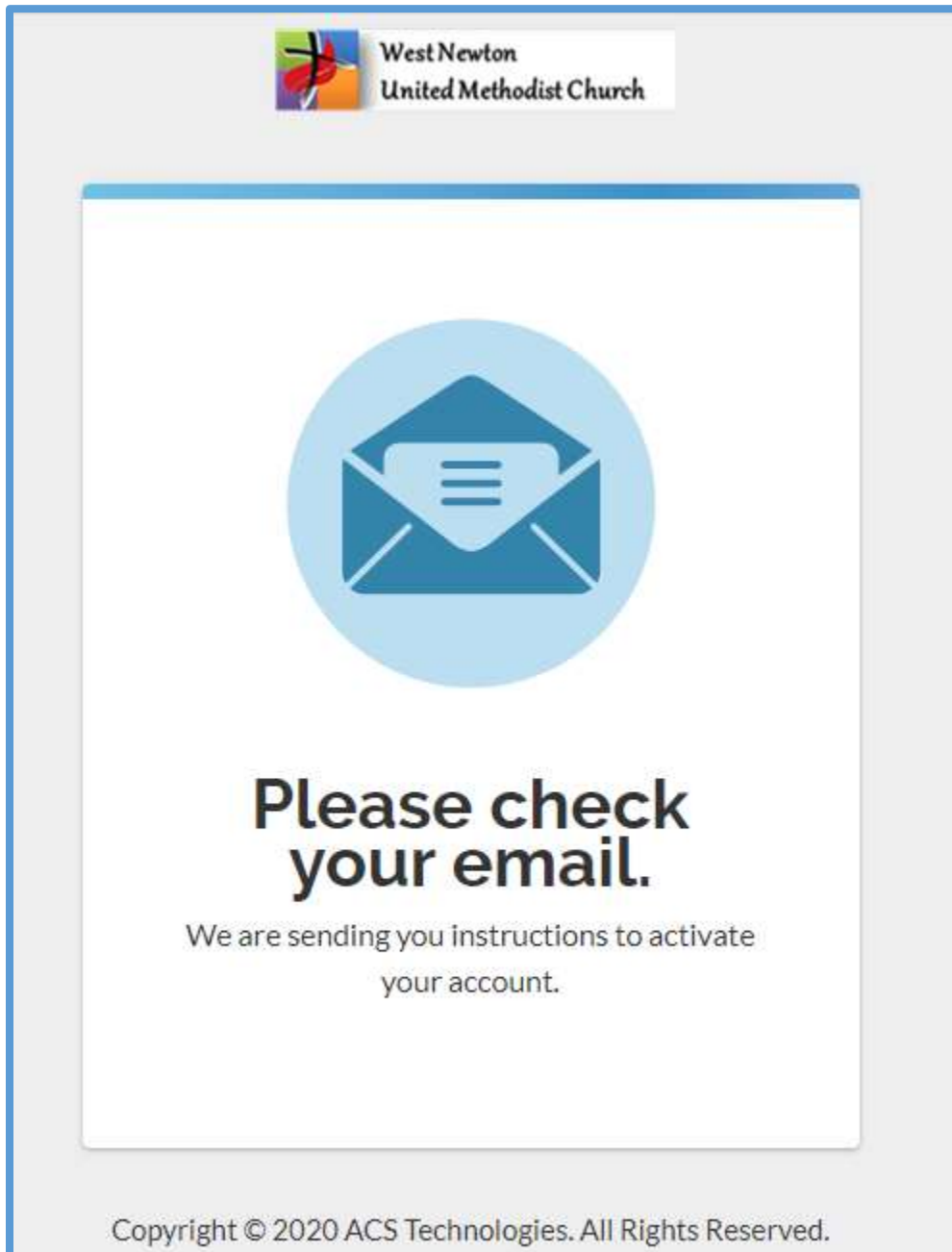
I'm not a robot 
reCAPTCHA
Privacy - Terms

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

Register

Already have an account with West Newton United Methodist Church? [Sign In](#)

After you have clicked register you will see this screen.



Now it is time to check your email and confirm your account.
Open your email and find the email welcoming you to the service.

<p>Subject</p> <p>West Newton United Methodist Church: Email Verification</p> <p>Learn more about our updated Terms of Service</p> <p>Treat yourself to 2 free weeks of YouTube TV. It's on us 😊</p>	<p>From</p> <p>West Newton United Methodist Church</p> <p>Google</p> <p>YouTube TV</p>
---	---

When you open your email you will see some steps to follow. Click the link next to “verify your email”. (this link will open another web browser)

Hi,

Thank you for joining our online church community!
Before you can sign in, please verify your email to complete your registration.

Verify your email: <https://onrealm.org/WestNewtonUMC/account/Validate?user=roy.urick%40gmail.com&token=IUgvxZuC>

You are almost there!

We need to make sure we have everything right. Please click on that link so we know that the email address is correct.

When your web browser opens, you will see a login screen with your email address already filled in and a box telling you that your account has been verified.


Enter the password you just created and click “sign in”

When you are signed in the first time it will ask you to fill in your account details. Please fill those in and click “accept” and then “send information.”

Please Tell Us About Yourself



We need a little more information from you before validating your account. Once we have verified your information with our records, we will send you a confirmation email.

Your Name




Like this: Mr. James Aaron Jr. (Jim)

Address



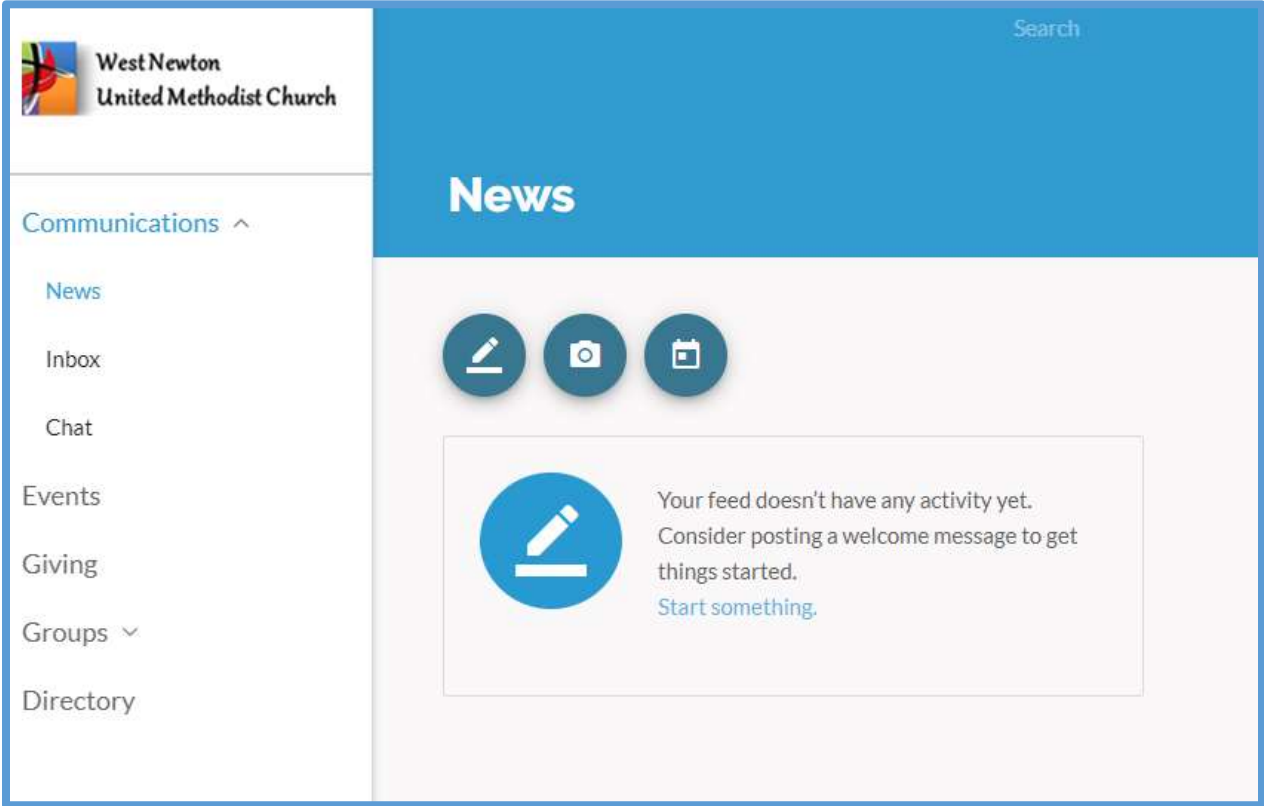
Birthday



Birth year is private

Preferred Phone

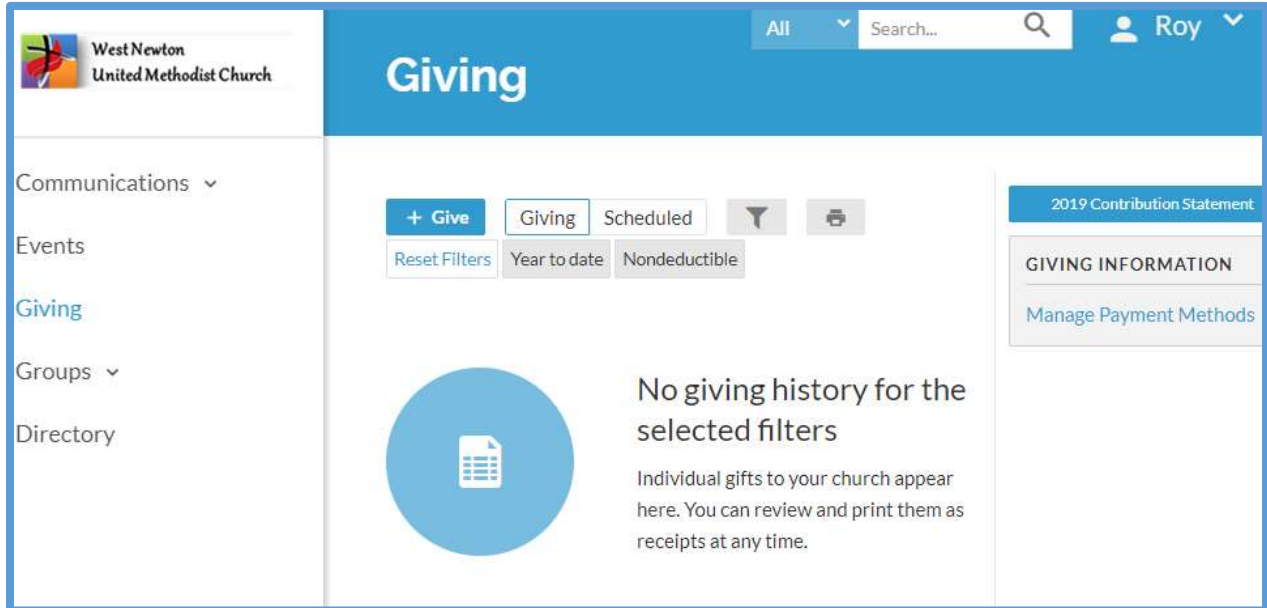
When complete you should see a screen like this.



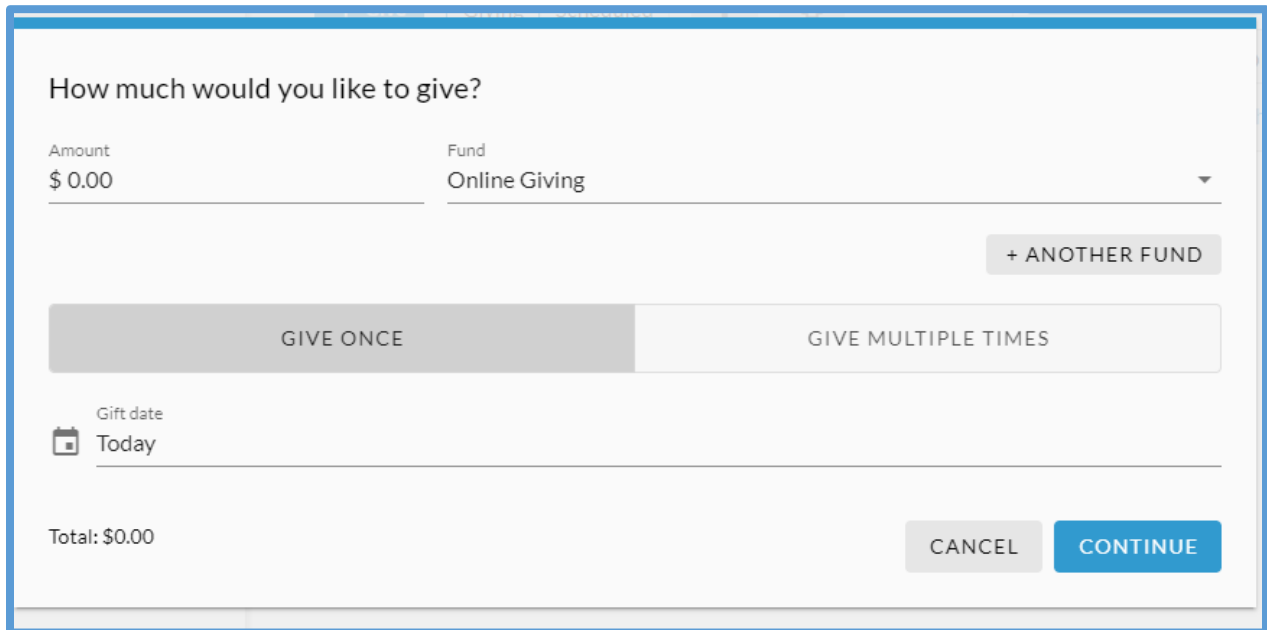
SETTING UP ONLINE GIVING *Do this once you have an account in Realm and are signed in*

Click “giving” in the left column. This will take you to the giving section.

Click +Give



Enter the amount you wish to give, and either “Give Once” to do a one-time donation, or “Give Multiple Times” to set up a recurring payment.




TO SET UP A ONE TIME DONATION

If you clicked “Give Once” you may use Credit/Debit or Bank Account. Choosing Bank Account is best because it charges WNUMC less in fees. Click “Bank Account” to enter your bank account information. Then click “Give \$XX.xx”.

How would you like to give, Roy?

CREDIT OR DEBIT BANK ACCOUNT

Routing Number

Account Number 

Billing Name
John Doe

Billing Address 1
1234 Any Street

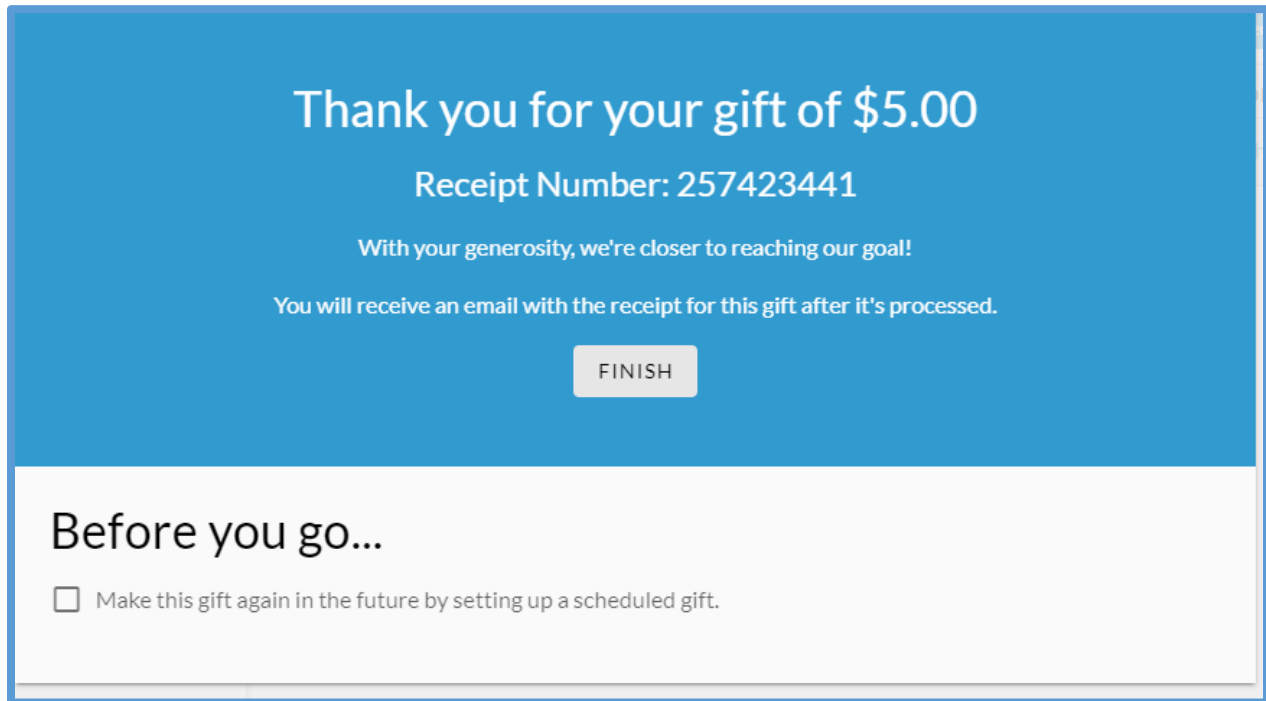
Billing Address 2

Billing City
Indianapolis

Billing State
Indiana

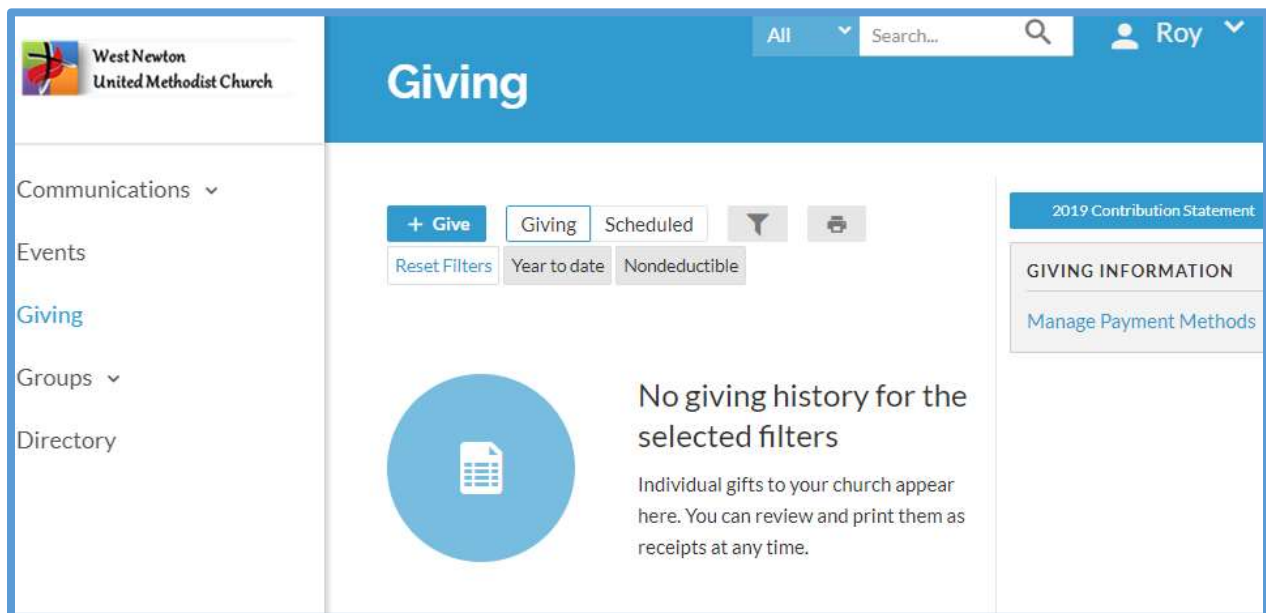
Billing Postal Code
46112

When complete, you will see a similar screen confirming your donation.



TO SET UP A RECURRING/SCHEDULED AMOUNT

Click +Give

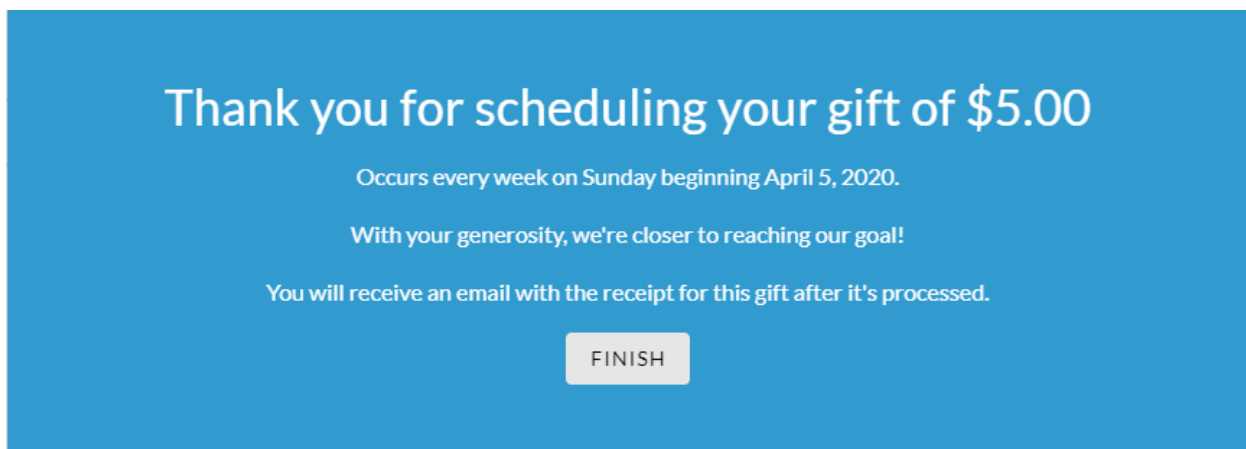


Click "Give Multiple Times"

Fill in the amount. Click the box with the frequency you wish to give (every week, every 2 weeks, every month, twice a month, every 3 months). Fill in the start date for when you would like the first donation to occur. Click continue.

The screenshot shows a form titled "How much would you like to give?". It includes a text input for "Amount" with "\$ 50.00" entered, and a dropdown for "Fund" with "Online Giving" selected. A "+ ANOTHER FUND" button is to the right. Below are two main sections: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES", there are five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", and "EVERY 3 MONTHS". The "EVERY WEEK" option is selected. Below the frequencies is a "Start date" section with a calendar icon, "Today" entered, and a "+END" button. At the bottom left, it says "Total: \$50.00". At the bottom right, there are "CANCEL" and "CONTINUE" buttons.

You will see a screen similar to this confirming your recurring donation. Click Finish to return to the Giving page.



When you click "Scheduled" you will see your pending scheduled donations.

Giving

+ Give

Giving

Scheduled



Reset Filters

Active, On Hold

\$50.00 gift scheduled for Mar 22,
2020



Online Giving

Weekly on Sundays

Visa ***3227