

Dear KHC Donor,

This document outlines how to cancel your existing account and recurring donation with Fellowship One and how to set up your new online giving account with Planning Center Giving.

STEP ONE

CANCEL EXISTING RECURRING DONATION IN FELLOWSHIP ONE

We are unable to take care of canceling your existing donation for you; you must take care of this on your end.

- Log In to Fellowship One: Fellowship One Giving ([click here](#))
- Click on "Your Giving"
- Select the "Schedules" tab
- Select a schedule you want to cancel under Name (blue link)
- Click on "Delete this Schedule" (lower left corner)

STEP TWO

SET UP YOUR GIVING THROUGH PLANNING CENTER GIVING ON KHC WEBSITE

You can set up your giving by visiting:

kingsharbor.org/give

- The new system will recognize you by the email address you use so there will be no need to set up a username and password.
- Each time you visit the site to make changes or give again you will use your email to login. The way this system works is each time you log in to your account using your email address you will receive a verification email from Planning Center. Using the link provided in the email will give you access to your account. This system does not use passwords.
- Please be sure to log out of online giving after modifying or setting up your giving profile. If not, the browser session will remain live and re-opening the giving website will not require a login.

STEPS FOR ONE TIME OR RECURRING DONATIONS ON PLANNING CENTER

- Input the amount you want to give.
- Online donations can only be designated to our general fund at this time.
- Select your giving occurrence (one time or regularly).
- If you are giving a recurring donation (regularly) select the frequency in which

- you would like to give.
- Choose your payment method (bank account or credit card).
 - The “Bank Account” option will require your bank routing number and account number.
 - Once you submit your donation you will receive a confirmation email for your donation.

HELPFUL ONLINE VIDEO

If you would like some additional help with Planning Center Giving you can watch the following short video:

<https://pcogiving.zendesk.com/hc/en-us/articles/217380608--How-to-Give-Online-Video>

Please make every effort to switch over your online giving to our new system by January 30, 2017

We thank you for your faithful and generous support of King’s Harbor Church.

It is a privilege to serve the Lord alongside you. If you have any questions please reach out to jennifer@kingsharbor.org.