

## SET UP A SUBSPLASH ACCOUNT

## STEP 1 -----

Go to church website: [www.churchinatlanta.org](http://www.churchinatlanta.org)

Then click on “GIVE” link at top right of front page

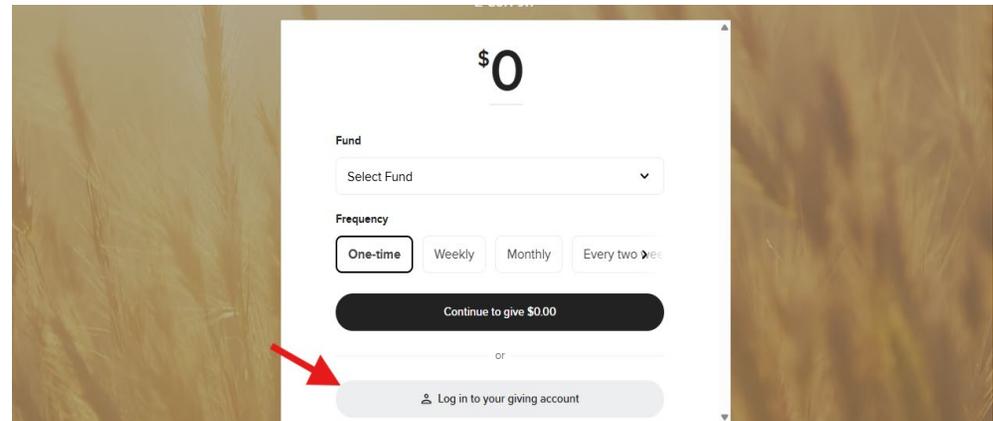


## STEP 2 -----

Go to the Subsplash widget at the middle of the page,

Then click on the “Log in to your giving account”

Do this even if you do not have account at this point



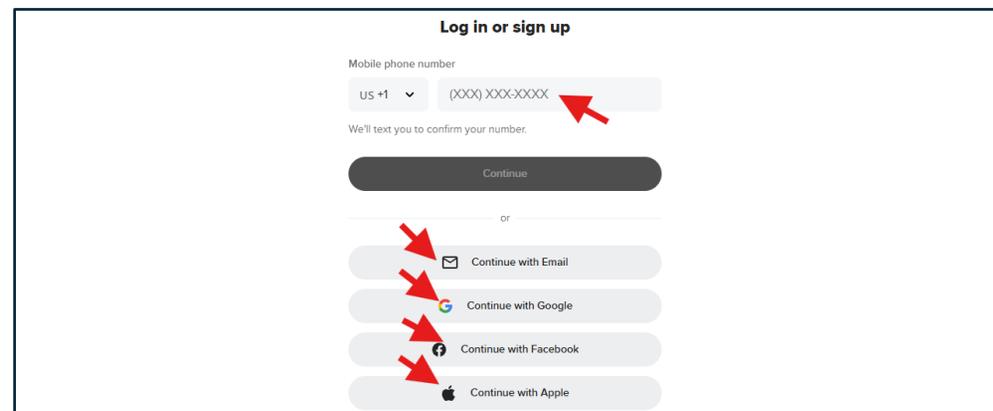
## STEP 3 -----

CHOOSE 1 of following methods to create account

- (1) Phone number
- (2) Email address
- (3) Linking through Google account
- (4) Linking through Facebook account
- (5) Linking through Apple account

Once you select method, follow steps to complete

Once complete, you will have created an account



SET UP A PAYMENT METHOD  
IN YOUR SUBSPLASH ACCOUNT

## STEP 1 -----

If you haven't already, log into your Subsplash account using the directions above.

Under "Giving", click on "Payment methods" to add a payment method for your offering



## STEP 2 -----

Then click on "New payment method"

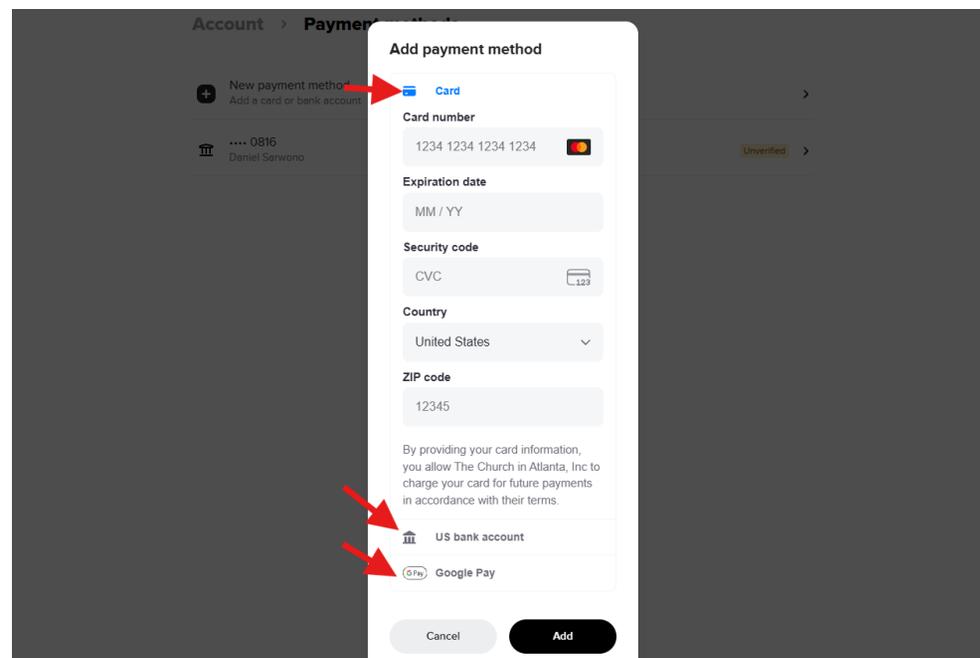


## STEP 3 -----

Choose either Card, Bank Account or Google Pay

Bank Account (second option) is preferred as it has lowest cost

Follow the instructions and click "Add" at the bottom of form to complete adding bank account

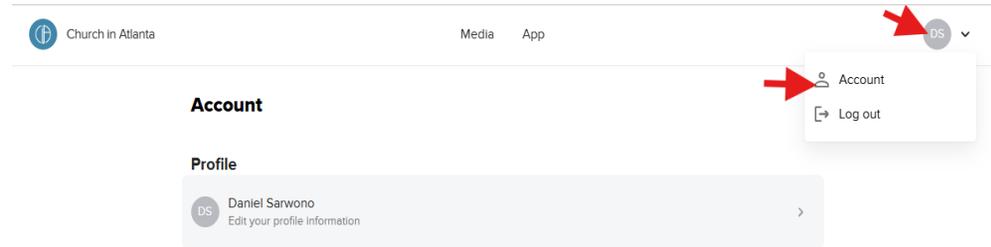


SET UP RECURRING OFFERING  
IN YOUR SUBSPLASH ACCOUNT

## STEP 1 -----

Click the round profile button with your initials on top right of page and select “Account”

This will bring you back to the main account page



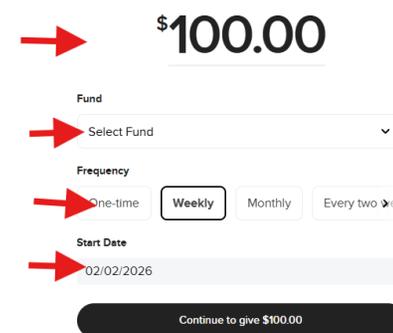
## STEP 2 -----

Click “Make a gift” under Giving to set up a new recurring offering



## STEP 3 -----

Choose the amount, the fund (for example: General Offering, Frequency and Start Date)



Click “Continue to Give”

## STEP 4 -----

Confirm offering details, and the payment method.

You may also choose to cover the processing fee if you are so led, this is optional

Click “Give” to finalize the recurring offering

You will receive notification that your offering has been set up

