

### New User Registration:

**Welcome to Dover Alliance Church Online Giving!**

Here you can make a secure online contribution to Dover Alliance Church via a direct debit from your bank account or via credit/debit card. (The church will incur a fee equal to 1.99% of your total donation when you use a credit or debit card.)

**Welcome to Simply Said**

Simply Said is the easiest and fastest electronic donation and payment system you will ever use.

**Login**

Username:

Password:

[Forgot Password](#)

**New Users**

[Register Here](#)

**Step 1:** Click [Register Here](#)

**Account Information**

Create New User Name:

Password:

Retype Password:

First Name:

Last Name:

Member Number:

Primary Email:

Alternate Email:

Phone Number:

Please note: fields in bold are required.

If you have an assigned member number, please enter it in the field provided.

**Step 2:** Complete the **Account Information**, and then click **Continue**

**Confirm**

I have read and agree to the [Terms of Service](#) and have read and understand the Simply Said [Privacy Policy](#).

**Step 3:** If you agree with the [Terms of Service](#) and [Privacy Policy](#), place a check in the box and click **Continue**

**Registration Complete**

You have successfully completed the setup process. Please return to the login screen to access your Simply Said account.

**Step 4:** Registration is complete and you are ready to use the system.  
Click **Go to Login**

## Setting up an Automatic Payment (recurring donation)

**Login**

Username:

Password:

[Forgot Password](#)

**New Users**

[Register Here](#)

**Step 1:** Enter your **Username** and **Password** and click **Login**

Main Menu **New Payments** **Automatic Payments** Payment History Logout

**Step 2:** Click **Automatic Payments**

NOTE: In order to submit a [one time payment](#), please select the [new payment tab](#). In order to submit [pre-authorized / automatic payments](#), please select the [automatic payments tab](#) at the top menu bar.

**Pre-Authorized Payments**

Next Date	Frequency	Amount
No pre-authorized payments		

[Pre-Authorization History](#)

Select new account type

New account:

**Step 3:** Select new account type: Checking or Credit Card.

Click **Continue**

### Enter New Account Information

Routing Number:

Account Number:

Retype Account Number:

NAME 0123  
ADDRESS 01-23456789  
CITY, STATE ZIP

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

BANK NAME  
ADDRESS  
CITY, STATE ZIP

FOR \_\_\_\_\_

**⑆0123456789⑆ 01234567890123⑆ 0123**

Routing Number    Account Number

A deposit ticket is **not** to be used to enter the routing number. The routing number on a deposit ticket can be different than an actual check. Please enter the routing number off of an actual check to ensure the payment will process correctly.

**CHECKING ACCOUNTS**

**Step 4:** Enter in your account information.  
Click **Continue**

### Enter New Account Information

**Please note: Only Visa, Mastercard, Discover cards are accepted by the payment service.**

Credit Card Number:

Expiration Date: Mo  Yr

Name on Credit Card:

Billing Address:

Billing Zip Code:

**CREDIT CARDS**

### Fee Notice

If any Simply Said payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the Simply Said service provider will charge your account a \$15.00 NSF Fee.

**Step 5:** Acknowledge the **Fee Notice** by clicking **Continue**

**Step 6:** -**Starting Date** is the effective date for the first donation.  
 -**Frequency** is how often you want to donate. (Bi-Weekly is every 14 days)  
 -**Payment Items** are the options as available on the offering envelopes.  
 -**Amount** is the amount you wish to donate to the **Payment Item** selected.  
 Click **Continue**

Setup Pre-Authorized Payment

<b>Starting Date *</b>	<b>Frequency</b>	<b># of Payments **</b>
2012-10-23	Bi-Weekly	

<b>Pay For</b>	<b>Payment Item</b>	<b>Amount</b>
John	Dover Alliance Church - General Fund	100.00

\* To change the date, click on the calendar icon and pick the date  
 \*\* Leave blank for a pre-authorized payment with no end date  
 You can change or discontinue a pre-authorized payment option at any time.

Continue

**\*\*NOTE:** If you wish to give to more than one **Payment Item** - repeat **Step 6** and **Step 7**.

Confirm your choices

Starting Date	Frequency	# of Payments
2012-10-23	Bi-Weekly	

Pay For	Payment Item	Amount
John	General Fund	100.00
<b>Total Amount</b>		<b>100.00</b>

Confirm Pre-Authorized

**Step 7:** Review the donation and click **Confirm Pre-Authorized**

Receipt

You have successfully created a pre-authorized payment. Currently active pre-authorized payments are listed under 'Main Menu', where you have the option of editing or deleting them.

Back to Payments

**Step 8:** Click **Back to Payments** if you wish to set up another recurring donation to a different fund (Missions or Kaisers or Benevolent)