

Making Online Payments for Youth Ministry Trips

1. Go to the church homepage, www.sapc.com
2. In the top left corner, click on 'Give'
3. Click on the blue triangle to enter the Access ACS page
4. Access ACS is a secure database that SAPC uses for our membership and financial records. You will need a login and password to enter. If you've already created a login and password, enter it and skip to number 5. If you need a login name, the look under the blue login box for "Need a login? Click Here." Click the link and complete the information requested. The server will match the information you enter to what is in our database. If you are not in the database or you information has changed and it cannot locate you, please call Cindy Ingalls in the church office.
5. Once you log in you should be taken directly to the giving page. If it doesn't take you directly to the giving page, click on Giving across the top menu bar.
6. Step 1: Gift. Enter the amount you'd like to pay towards a Youth Ministry Trip. Select 'one time' gift. Only adjust the date if you'd like to schedule for a payment to be made in the future, otherwise your payment will be made today. Click continue.
7. Step 2: Funds. Currently SAPC only has one fund set up online, so this step is somewhat redundant. In the future, you may need to select the right fund to give the money to, but the operating fund is your only choice right now. Re-enter the amount you are paying. In the optional description box that pops up, please enter Youth _____. (Fill in the blank with the name of the trip you are paying towards.) Click continue.
8. Step 3: Payment Method. Click on "Add a new payment method" and enter the information required. You may either pay via credit card or set up a banking transfer from your checking account. If you want to set up a banking transfer you will need the routing number for your account. Note: the payment method will be saved for the future once you enter it. If you've already set this up, you can simply select the payment method you'd like to use. Click continue.
9. Step 4: Review and Process. On this page you have the chance to review all the information you've entered before it is submitted. Please make sure the item description says "Youth (and whatever the trip name is)" and the amount due is correct. Then click on process gift.
10. Step 5: Receipt. You're all done online! **Please email Anne either a copy of your receipt (you should get one if you entered your email address) or a quick note to let her know what you've paid online.** This is an important step to make sure Anne and our Business Administrator are both recording your payment correctly.