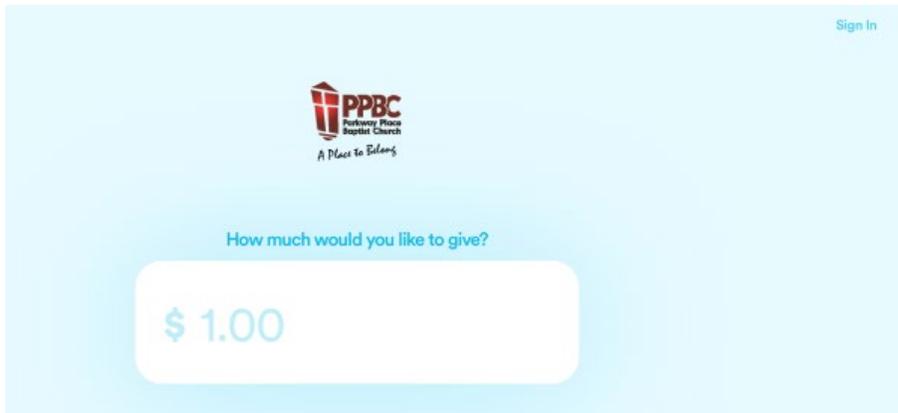


## WHILE ALL ROADS MAY LEAD TO ROME, HERE'S SUGGESTED STEPS AND THINGS YOU CAN EXPECT:

- THERE IS 1 ENTRY POINT – OUR WEBSITE. SO, ANY TIME AFTER 2020 HAS ENDED, GO TO PPBC.COM/GIVE
- THERE ARE 2 THINGS TO SET UP: MY GIVING AND MY ACCOUNT.
- HERE'S THE OPENING SCREEN -

**NOTE:** Completing the **account** info will allow you to –

- ✓ view your giving history
- ✓ manage recurring gifts
- ✓ access year-end statements
- ✓ auto-fill payment method



1. **FIRST, CLICK ON SIGN-IN IN TOP RIGHT CORNER** AND JUST “FOLLOW THE YELLOW BRICK ROAD.” IT WILL WALK YOU THROUGH ALL THE STEPS. THE STEPS INCLUDE –

- entering your email
- creating a password
- filling in the how, when, what, where of your gift
- verifying your email

2. **IT WILL SUMMARIZE ALL YOUR INFORMATION** AND YOU CAN CLICK “GIVE NOW” BUTTON.

3. UP IN THE RIGHT CORNER, YOU’LL SEE YOUR **NAME AND EMAIL ICON**. YOU CAN DOUBLE CLICK ON THAT TO GO TO YOUR “CONTROL CENTER.” IT HAS TWO TABS: MY GIVING, MY ACCOUNT. UNDER MY ACCOUNT YOU CAN—

- complete your profile (if incomplete)
- add a profile pic (so not required!)
- change your password
- add or remove a payment method

4. YOU CAN CLICK AGAIN ON YOUR ICON **AND SIGN OUT**.

### Payment Method

1. **Credit card**
2. **Bank account**
  - a. link your bank account using Plaid (enter your bank acct username and password)

**OR**

  - b. manual entry (enter your account # and routing #)

### Middle Name

Middle Name is not required. We know for some people revealing that would be a deal breaker!

**BIG P.S. IF YOU HAVE A RECURRING GIFT THAT GOES INTO 2021, GO TO REALM AND DELETE IT. THX!**