

## Online and Text Giving Instructions

### Online Giving Instructions

- Visit our website: <http://annunciationkc.org/> and click on the green "**Give Now**" button on the right side of the homepage.
- We encourage you to create a log in and password. The log in enables you to change or stop a recurring gift at any time as well as view your online giving history.
- Enter the amount of your gift by fund (for example, 2019 Stewardship). You will need to indicate if this is a one-time gift or a recurring gift with the dates you would like to use.
- Then click on "Continue" at the bottom of the page
- You will be led to a screen that requests your personal information. At this point you choose whether you want to use your credit card to make this gift or if you want it to be drawn from your checking or savings account.
- **Special Note:** Click the box next to "Optional: - Give additional 2.75% to help offset the processing fees." in order to help Annunciation cover the fees incurred with your online transaction.
- After completing the information on this screen, click on "Process" at the bottom left of the screen.
- You will be emailed a receipt.

### Text Giving Instructions:

- **Text 816-203-0735** (you must put in the area code).
- You will then be texted back a link to the giving site so that you can enter/register your personal information, how you would like to pay (credit card or bank), fund name and amount you wish to give.
- Once this is completed and submitted, you will receive a text receipt for your donation and an option to "**repeat**" the gift as a recurring donation.
- In the future, you won't need to enter your personal information. Just text "**Fund**" to obtain options. Then text the **donation amount** and the **fund name** that you wish to give to.