

DETAILED CCB RECURRING GIVING INSTRUCTIONS

Using the “Sign-Up” link, register for an account in our new system, Church Community Builder (CCB). The registration page will show a small form titled Request Account. Please fill out the form and click Request.

You will be taken back to the login screen. Please check your email. You will have a new email from Faith Church. The email will have a message saying your email is already associated with a profile. Please follow the link to confirm your account. If you have children whose profiles also have your email attached, you’ll see options to choose them. Please only choose yourself at this moment.

You’ll be taken to a page to set your password. Please type in a password you would like for your CCB account. Once you confirm, you’ll see a message about your password being successfully updated. You’ll then be taken back to the login page.

Please enter in your email address and the password you just created and click login. You may be asked to check a box about CCB updating. Please accept and continue. You may not see this box before clicking login.

Once into your homepage of CCB, you should see a tab on the left hand side of the screen that says “My Giving”. If you don’t immediately see the tabs on the left, click the hamburger button (three lines in the top left corner) and you should see a menu pop out.

In the “My Giving” tab, please select “Repeating Gift”. Then please select your designation and type in the amount you’d like to give. If you want to give to multiple areas, you can click the “Add another” text under the giving amount to make another repeating gift. Next, you can choose your schedule. Please choose a frequency and starting date. Next, the form will ask when you would like this recurring giving to cease. Please click continue

A new screen will load showing your payment information. It will ask for your name, address, email, and routing and account numbers (and the confirmations of both). You can choose to update your contact information with the name, address, and email you provide. The form will also show a picture of a check to show where you can find these numbers; this is not a check only form.

Click continue and a confirmation box will appear. Click confirm and you will be taken back to the “My Giving” page with a note saying “Your gift is complete”. Please click done. You will now see your recurring gift(s) under “Repeating Gift Schedules” with the schedule you’ve just entered. There will also be another section below that with your Giving History.