

APC On-Line Giving Details

There are three ways to set up on-line giving. Each way is controlled by you and private to you – the church does not have access to any of your personal account information.

1. Sign up for on-line giving with **Realm**, our on-line church directory. (Please let us know by email, office@alpharettapres.com, if you need another email invitation to join Realm). The advantage to using Realm is that the funds are transferred directly to APC's bank account and automatically entered on your contribution statement in Realm versus waiting for the Finance Office to deposit the funds and make the entry in Realm. For the initial set-up it is easiest to access Realm from a desktop or tablet versus a phone. Once you have logged into Realm, then you can choose:

Giving tab on the left side of the page (use the menu drop down in upper left corner – 3 horizontal lines).

Blue Gift tab

Enter the amount of the gift and use the drop-down menu to choose the appropriate account. (If you have pledged for this year, then please choose “Pledged Operating Fund.”)

Use the other drop-down menu to choose if this is a one-time gift or the frequency of the recurring gift as well as the date the gift should begin.

Choose what type of account you would like to use for the gift (credit card, checking account, etc.)

Fill out the appropriate banking information.

2. You can set up **automatic bill pay with your bank** just like you would pay any other bill (example: electric bill). You can set it up as a one-time event or a recurring event at whatever interval and amount you choose (weekly, monthly, etc.). The bank will mail a check directly to the church and the Finance Office will deposit it into the APC bank account. You will want to refer to your particular bank regarding instructions for their particular automated bill pay system.
3. **Text** giving is also an option, most often used for one-time gifts. Text the keyword ALPHARETTAPRES to 73256 and follow the link. There will be instructions on how to proceed, but be sure to click on the drop-down menu to choose the particular fund to which you wish to donate.

Regardless of which method you choose, or even if you don't give on-line, members of Realm are able to see a history of individual giving on Realm and can print statements. When accessing Realm from your phone please make sure your phone operating system and Realm are updated with the most recent versions. Please contact Laura Moore, laura@alpharettapres.com, if you need additional help.