



# HOW TO GIVE

## SOUTHBRIDGE CHURCH CENTER

### STEP 1: ACCESS CHURCH CENTER

To set up recurring giving or to give a one-time donation, visit [sfchurch.churchcenter.com](https://sfchurch.churchcenter.com) or download the Church Center app and search for **Southbridge Fellowship**. Scan the QR code below for quick access on your mobile device.



Select the **Give** tab on the menu.

### STEP 2: SET UP YOUR GIVING AMOUNT + FREQUENCY

Type in how much you would like to give.

Adjust the frequency to **One time** or **Regularly** on the dropdown. When you select **Regularly**, additional options will load. You can choose how often you want to give, on what day, and on what date you'd like your first donation made.

### STEP 3: SELECT PAYMENT METHOD

If you are not already logged in, enter in your email address, then your first and last name. Click **Continue**. Once logged in, you can choose to give through your bank account (ACH) or by using your debit/credit card.

#### *Bank Account (ACH)*

To add a bank account, you will be asked to **Verify your account**. Select the button and follow the prompts to verify your bank account. Southbridge is only charged 30 cents for every ACH transaction.

#### *Add Debit/Credit Card*

To add a card, you will need to supply your card number, month + year, and the 3 or 4 digit CVC/CSV number (typically found on the back of the card).



Southbridge is charged 2.9% + 33 cents for each debit/credit card transaction.  
(Ex: If you give \$100, Southbridge is charged \$2.90 + .33 or \$3.23 to process the transaction.)  
Southbridge is charged 30 cents for every ACH transaction.

### STEP 4: SUBMIT YOUR DONATION

Click on the **Start giving** button to initiate your one-time or recurring donation.



Make sure to cancel any other recurring giving to Southbridge you previously set up.