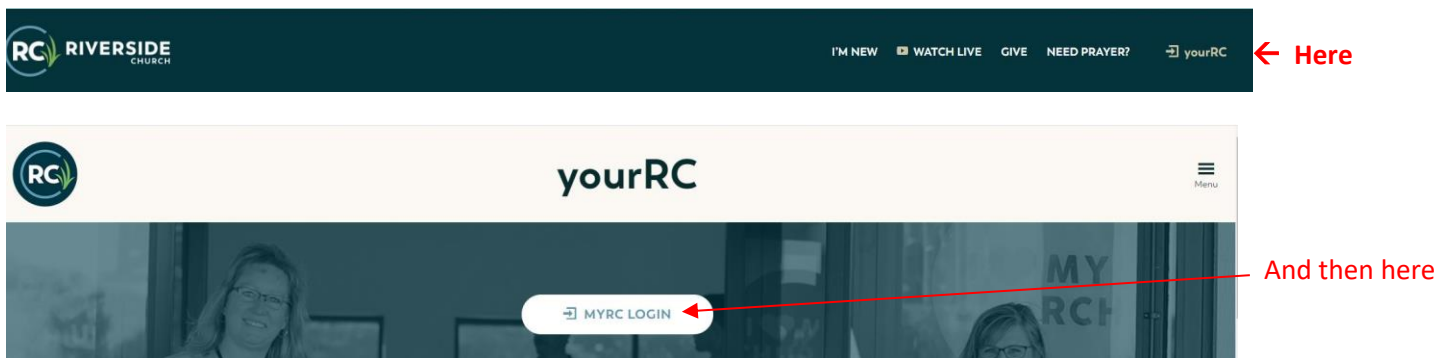


*“You must each decide in your heart how much to give. And don’t give reluctantly or in response to pressure. For God loves a person who gives cheerfully. And God will generously provide all you need. Then you will always have everything you need and plenty left over to share with others.” 2 Corinthians 9:7-8*

Thank you for your commitment to the financial support of Riverside Church; we are very grateful for those who make the grace of giving a priority in their life, and we know electronic giving options can make that a much easier and more regular step of obedience. As part of our ongoing commitment to providing a secure environment for financial transactions, as well as our desire to make your personal data easily accessible to you, we are providing this resource to help you understand how to set up digital giving, how to access your personal data for review, and how to run a giving report you can use to evaluate your account or access information for tax purposes.

## HOW TO SET UP DIGITAL GIVING AND HOW TO GENERATE YOUR PERSONAL GIVING STATEMENT

1. The first thing you will need to do is to log into MyRC. You can do this by clicking the link on our homepage ([MyRC.church](http://MyRC.church)) in the upper right hand corner.



RC - Riverside Church

Username

This field is required

Password

This field is required

Keep me logged in for 30 days

**LOGIN**

**Request Account** [Forgot Password?](#)

Connect with us

Forms Find a Group

Calendar Give

**FORMERLY THE CURRENT**

WELCOME TO RIVERSIDE'S COMMUNITY

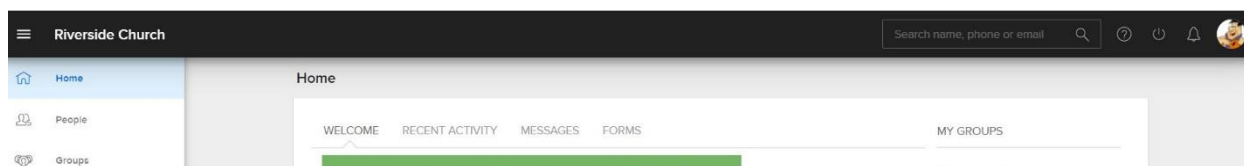
**MyRC**

You can now type in your user name and password to log in to MyRC.

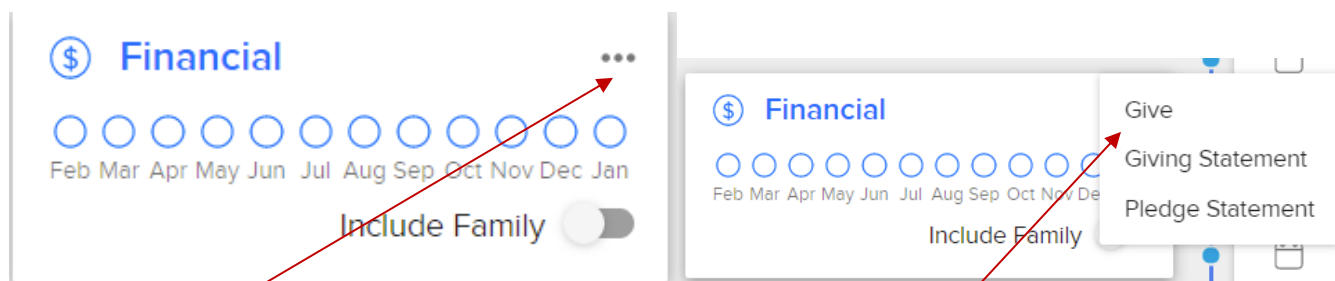
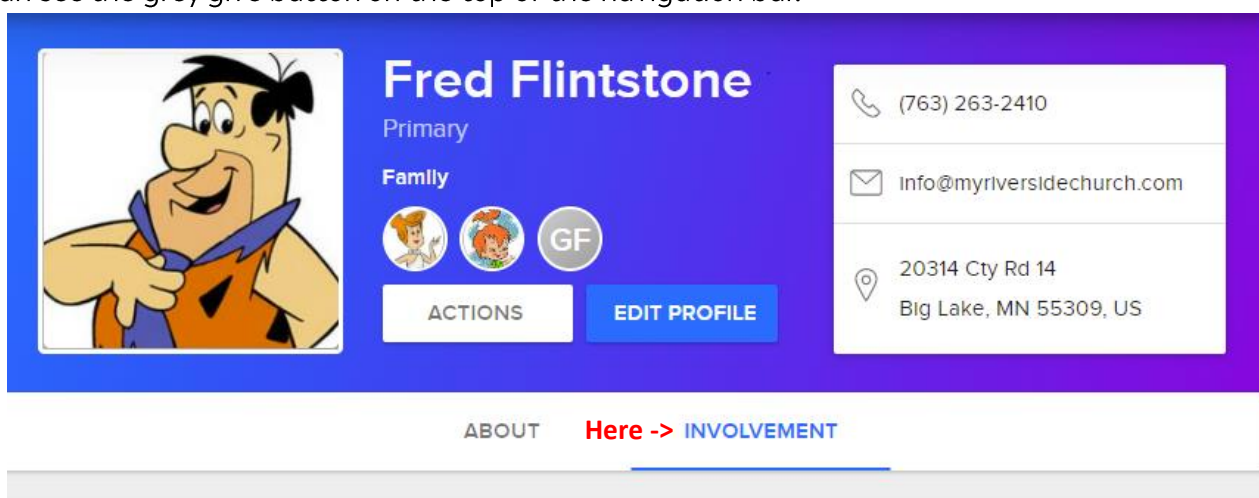
If you do not yet have a username and password, you can click the blue text that says “request account.” (See page 5 for more info.)

- Once you have logged in you will see your personal home page. **Click the circle in the upper right hand corner with your picture or initials** from on the right side of the screen to check your profile page for accuracy.

← Here



- The next thing you want to do is **click on the involvement tab** on the white navigation bar so you can see the grey give button on the top of the navigation bar.



- Once you click on the involvement tab, you should see some tiles running down the left hand side of the page. Hover over the right hand corner of the one labeled "Financial" until you see the 3 elipses dots. Next choose the option that says giving statement, depending on what you'd like to do. See instructions on the next page for how to set up a gift, and on page 8 if you would like to generate a giving statement.

One time gift     Repeating gift

5. Decide if you'd like to make a one time gift, or if you are ready to set up a regular repeating gift by checking one of these radio dials. If you check one time, you will go right to gift information; see the next page for more information on recurring gifts.

Gift Amount

Choose Designation ▼

Giving Amount

Add another

6. Use the pull down to select where you would like your funds allocated (fuel for ministry or fuel for missions), and then type in the dollar amount and hit continue.

6. If you choose to give your info):

Payment Information

Payment Type  
Checking Account ▼

First Name: Fred      Last Name: Flintstone

Street: 20314 Cty Rd 14

City: Big Lake      State: MN      Postal Code: 55309

Email: info@myriversidechurch.com

Update profile with this contact information.

7. Indicate if you prefer to have your gift paid using a checking account or debit/credit card by using this pull down. Remember, your gift goes further when you use your checking account because we are not paying the credit card fees.

You can save your account information if you wish by checking this box.

PAY TO THE ORDER OF \$

⌘ 23456789 ⌘ 234567890 ⌘ 234

Routing Number    Account Number    Check Number

Routing Number      Account Number

Confirm Routing Number      Confirm Account Number

Save payment information for future use.

I authorize Riverside Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Back    Continue

8. Don't forget to authorize your payment by checking this box, and then hit continue.

If you choose to give a recurring gift, your screen will look a little different. Like the previous page, you will choose your fund and gift amount. What you will also do now is select the frequency you wish a recurring gift to occur by using the drop downs. Select a starting date and also indicate your wishes for how long the gift is to continue

One time gift     Repeating gift

#### Gift Amount

Choose Designation	▼	Giving Amount
--------------------	---	---------------

Add another

#### Schedule Details

Choose Frequency	▼	Starting Date
------------------	---	---------------

#### Continue Until

- I change this repeating gift
- contributions have been made

#### Payment Type

- Checking account (*preferred method*)
- Debit/credit card

You control the timing of any repeating gift(s) (monthly, weekly, every two weeks, etc.) with the pull down.

Use the calendar icon to select your start date, or just type in the date (mm/dd/yy).

Indicate how long you want your giving to continue.

(If you wish, you can set up multiple gifts/transactions if you desire to give to more than one fund, or want to set up giving on specific dates, for example the 1<sup>st</sup> and 15<sup>th</sup> day of the month.)

Choose your payment type similar to the previous page instructions.

8. Don't forget to hit continue.

Cancel

Continue

9. As a last step, a confirmation box will appear asking you to confirm your gift. This is a great way for you to confirm you have entered all the details correctly before hitting the button which says "process payment."

10. You will receive an email confirmation for your gifts. Make sure you have 'whitelisted' ccbchurch.com, @ccbchurch.com and \*ccbchurch.com if you would like to receive these receipts.

Once you click Request Account, you'll see this screen:

**Request Account**

To request a login to our online community, please answer a few simple questions to help us know you better.

**Enter Your Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_

Mobile Number \_\_\_\_\_ Select Carrier Choose... ▾

CANCEL REQUEST

If the email and contact phone you enter matches what we have on file, a password will be autogenerated for you and you can begin using the system right away.

If no email match is found, your actions will generate a request to a staff member who can generate a log in email (usually within 2 business days) with your username and password. \* (see page 7)

This is what you should receive in your email if you are requesting a username and password:

**Riverside Church Website Login**

**Hi B Your Firstname:**

Welcome to Riverside Church's online community powered by Church Community Builder (CCB)!

CCB will make communicating, serving, and doing ministry at Riverside Church much easier. To learn more about how CCB can truly enhance your involvement and sense of community, [watch this short video](#)..

What should I do first?

- Update your profile
- Add your photo
- Look at your group pages

Call us with any questions you may have!

Riverside Church  
[Click here to log in](#)

**Example #1**

Riverside Church  
Here is your login information:

Username:  
**betty@myriversidechurch.com**

Passw: urname@host.com  
USJEJl

Note: Since your current password was generated automatically, we recommend that you change it to something you can easily remember.

**GET STARTED** ➔

CHURCHcommunity

This message is from Riverside Church. Riverside Church treats your personal information with the utmost care. To report abuse related to this email, please contact our office at (763) 263-2410.

[Unsubscribe](#) or [change your preferences](#) for receiving emails like this one.

Individual Family

Giving Statement

REPEATING GIFT SCHEDULES

Show Active ▾

Designation	Amount	Next	Frequency	Rem	Last Msg
Fuel For Global Missions	\$35.00	Feb 1, 2021	Monthly		
Fuel for Ministry	\$125.00	Feb 2, 2021	Monthly		
Fuel for Ministry	\$125.00	Jan 16, 2021	Monthly		

GIVING HISTORY

Date	Designation	Type	Amount
Jan 2, 2021	Fuel for Ministry	Online	\$125.00
Jan 1, 2021	Fuel For Global Missions	Online	\$35.00
Dec 20, 2020	Fuel For Global Missions	Cash	\$10.00

## Example #2

Here's what the schedules/history tab on your giving profile will look like once you begin giving, and/or using on-line giving (other users cannot see this, it's only visible on your personal profile when you log in with YOUR username and password.)

Here's an example of what your giving statement will look like if you click on the "Giving Statement" blue text on your financial tab. No one can see this information except for the person who logs into their own profile, so don't share your user name and password with others. Directions on how to generate a giving statement are on the subsequent pages.

**Riverside Church Giving Statement**

**Example #3**

Oct 1, 2011 - Nov 30, 2011  
as of Nov 17, 2011

Date	Payment Type	Note	Category	Amount	TD
Oct 23	Check - 1528		Ministry Fund	\$86.00	X
Nov 6	Cash		Ministry Fund	\$70.00	X
Nov 6	Cash		Missions	\$10.00	X
Nov 13	Online		Event Registration	\$80.00	
Nov 15	Online		Ministry Fund	\$45.00	X
Nov 16	Online		Ministry Fund	\$70.00	X

Summary	
<b>Tax Deductible</b>	
Ministry Fund	\$271.00
Missions	\$10.00
<b>Total</b>	<b>\$281.00</b>
<b>Non-Deductible</b>	
Event Registration	\$80.00
<b>Total</b>	<b>\$80.00</b>

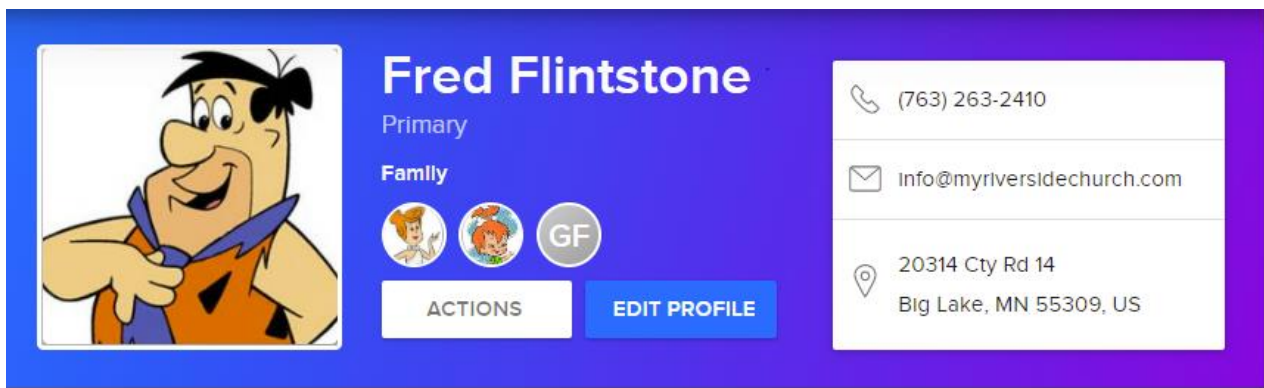
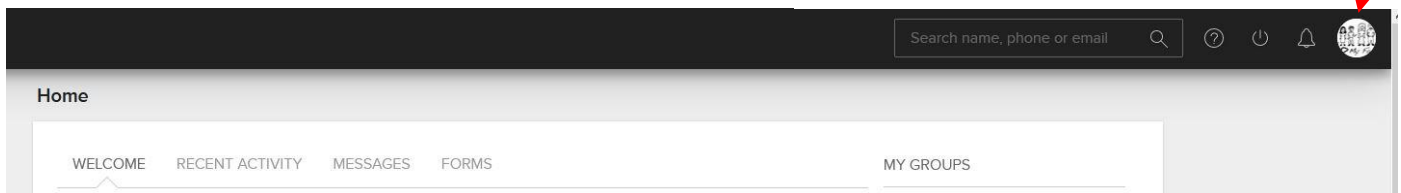
**Riverside Church**  
PO Box 296  
Monticello, MN 55362

Thank you so much for your support of Riverside Church and our ministries. Unless otherwise noted, your contributions were received with no exchange of goods or services other than intangible religious benefits.

# How to Generate Your Personal Giving Statement

Riverside Church can generate and mails giving statements to you, including a year-end giving report you can use for tax purposes. We want you to know you can also create one yourself anytime you choose! Here are the directions for printing your own giving statement once you are logged in:

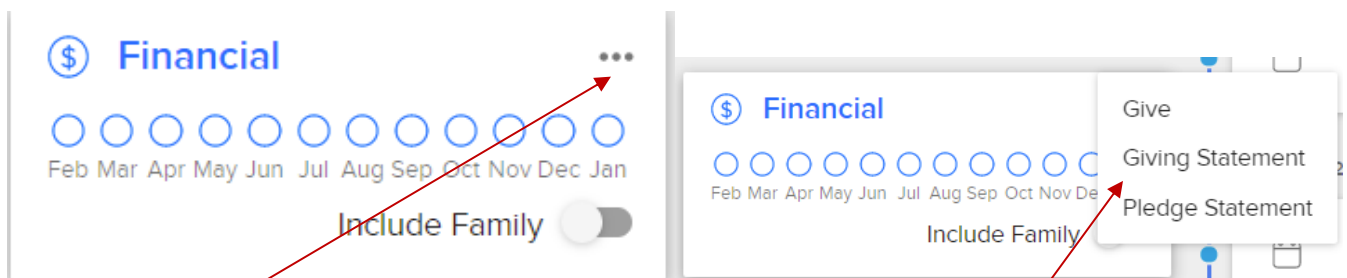
1. To access your personal profile, click on the image in the upper right hand corner.



ABOUT

INVOLVEMENT

2. Next, click on the Involvement tab



5. Once you click on the involvement tab, you should see some tiles running down the left hand side of the page. Hover over the right hand corner of the one labeled "Financial" until you see the 3 elipses dots. Next choose the option that says giving statement.





## Giving Statements

### Type

1. Use the pull down to choose either generation of an individual statement, or one for the entire family's giving.

You can create giving statements for families or individuals.

Individual

### Date Range

Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.

Quick Date Range...

2. Use the pull down for a quick date range, or the calendars in each box to select the starting date and ending date (the period of time) you want your statement to cover.

Custom Date Range

From

To

### Tax Deductible

3. Use the pull down to select either 'both deductible & non-deductible' (will include ANY payment to Riverside, like books purchased, camp or class fees, etc.); for your charitable tax deductible giving ONLY, choose 'deductible only.'

You can create giving statements for tax deductible gifts, non-deductible or both.

Both Deductible & Non-Deductible

### Include Pledge Information

You can include a summary of pledge activity in the sidebar. **WARNING:** Will make statement generation very slow.

Show pledges on giving statement

4. Click the black box which says "run report."

That's it! If you have any further questions about how to use MyRC or about your financial transactions at Riverside, please call our office at 763.263.2410.