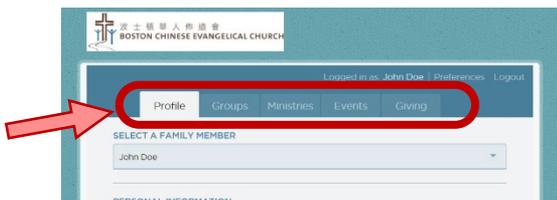


2020 Missions Conference: Financial Giving Setting up Online Giving within myBCEC Portal

After logging into your account at www.bcec.net/myBCEC, you will see your profile. There are different tabs for you to navigate.



Under the Giving tab,

1. Click the “New Donation” button.



2. Fill in all the boxes in the Donation form:

- a) **Amount**
- b) **Designated Fund:**
Select Missions Fund
- c) Click “Add Another Gifting Amount & Fund” if you want to donate to more than one fund.
- d) **Total** (automatically calculated)
- e) **Giving Method:**
Choose from the dropdown menu. If it is your first time making online giving, click “Add” to enter your bank’s routing and account numbers, or your credit card information.
- f) **Frequency:** You can give a one-time giving or set up a recurring giving. For recurring giving, the amount given in box (a) is the giving amount for each time.
- g) **Donate On:** Specify a date to make the giving. For recurring giving, your future giving will occur on the same day of the month or week that you put down as your first giving.

The screenshot shows the 'DONATION' form with the following fields highlighted by red boxes:

- Box (a): Gift Amount input field.
- Box (b): Designated Fund dropdown menu.
- Box (c): ADD ANOTHER GIFTING AMOUNT & FUND button.
- Box (d): Total input field.
- Box (e): Giving Method dropdown menu.
- Box (f): Frequency dropdown menu.
- Box (g): Donate On input field.

3. Click the “Submit” button to complete your donation.

Please note that the actual fund withdrawal from your bank account occurs two banking business days after your donation date.

If you need help or cannot access certain tabs, please email esupport@bcec.net.