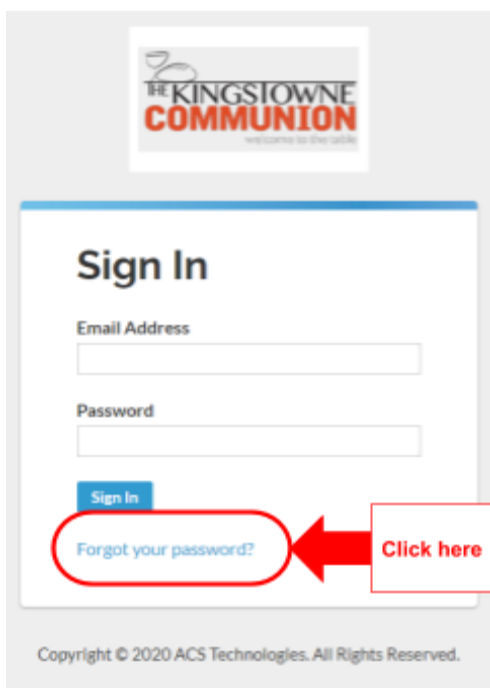


Set Up Your Recurring Gift to the Kingstowne Communion

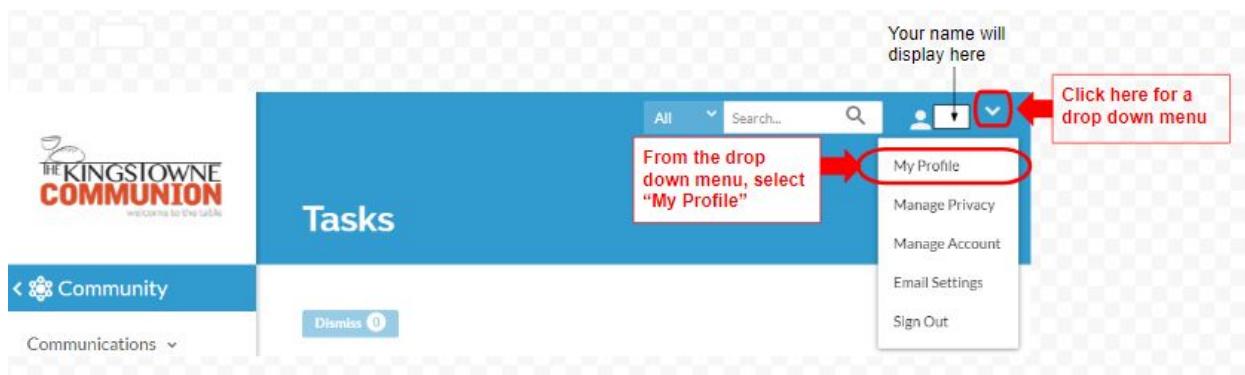
in the Realm Member Database and Online Giving System

If you have not registered with Realm or if you forget your password:

1. Go to <http://onrealm.org/kingstowne>. On the **Sign In** page, click on the “Forgot your password” link. Enter your email address and click on the “Send Email” button.
2. Realm *should* recognize your email address as already existing in the system. If Realm does not recognize your email address, please contact Pastor Michelle (michelle@kingstownecommunion.net) with your concern. We will identify the problem and find a solution quickly.



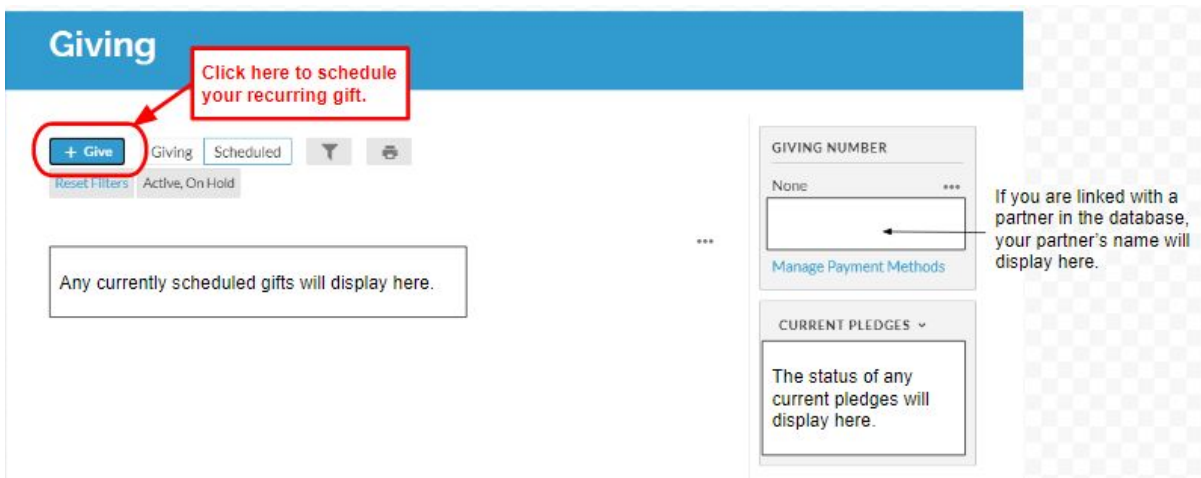
3. **Once you are registered with Realm**, go to <http://onrealm.org/kingstowne> and log in. Go to your “My Profile.”



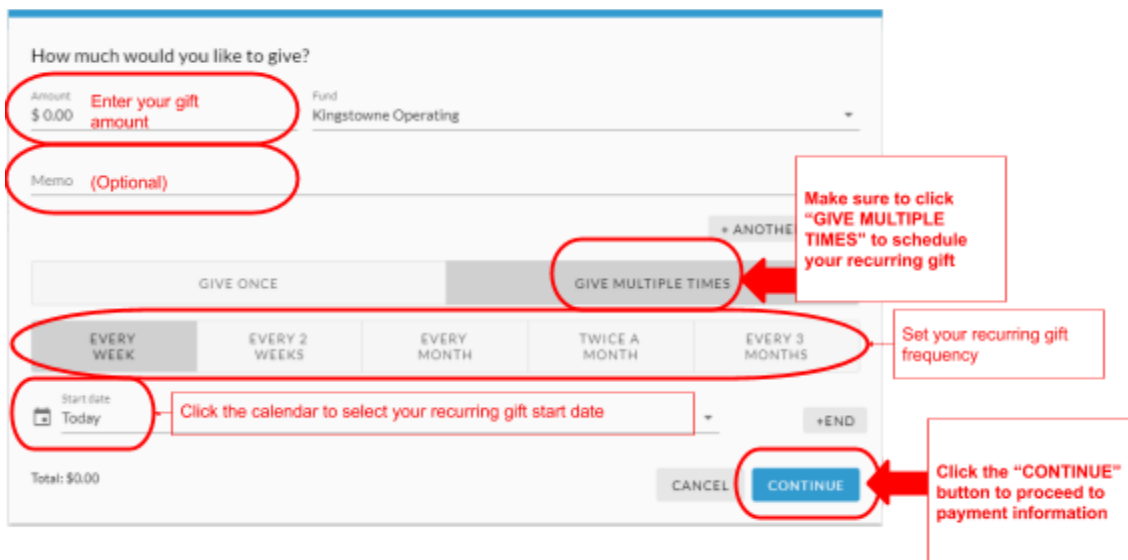
4. Go to your "Giving" page.



5. On the Giving page, click on the "+Give" button.



6. Select the "GIVE MULTIPLE TIMES" option. Enter your recurring gift amount, frequency, and start date.



7. Select your payment method (credit/debit or bank account) and enter your payment information. Remember to select the checkbox at the bottom to help us offset payment processing costs.

The screenshot shows a payment form titled "How would you like to give, Your Name". It has two main sections: "CREDIT OR DEBIT" and "BANK ACCOUNT". The "CREDIT OR DEBIT" section is highlighted with a red oval. Below it, there is a field for "Account Number" with the placeholder text "Enter your account number". The "BANK ACCOUNT" section is also highlighted with a red oval. It contains fields for "Name On Card", "Expiration Month", "Expiration Year", "Billing Address 1", "Billing Address 2", "Billing City", "Billing State" (set to "Virginia"), and "Billing Postal Code". A checkbox is located below these fields with the text "Contribute an extra \$0.15 per gift to help offset processing costs." A red arrow points to this checkbox from a text box that says "Please consider selecting this checkbox to help the Kingstowne Communion offset payment processing costs." At the bottom right, there is a blue button labeled "GIVE \$Amt". A red arrow points to this button from a text box that says "Click here to proceed".

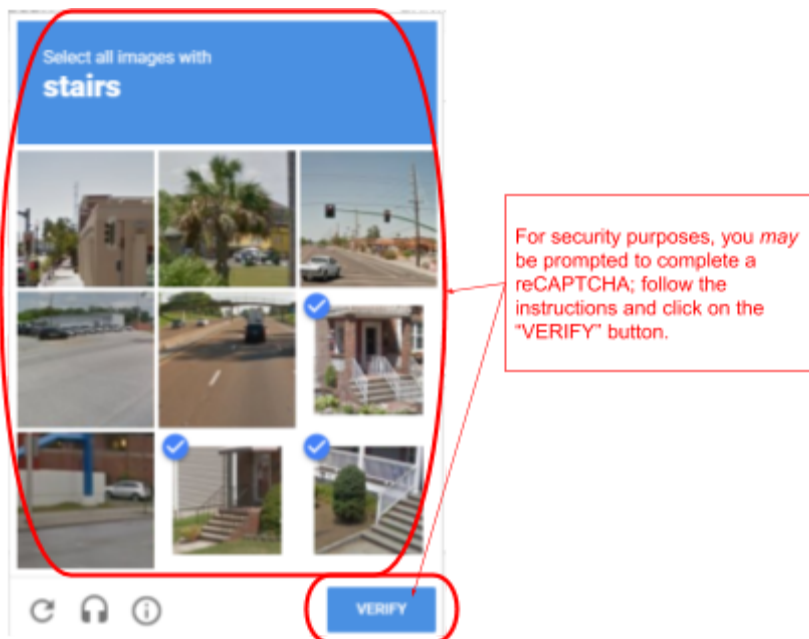
Select your payment method: credit/debit or bank account

Enter all required payment information

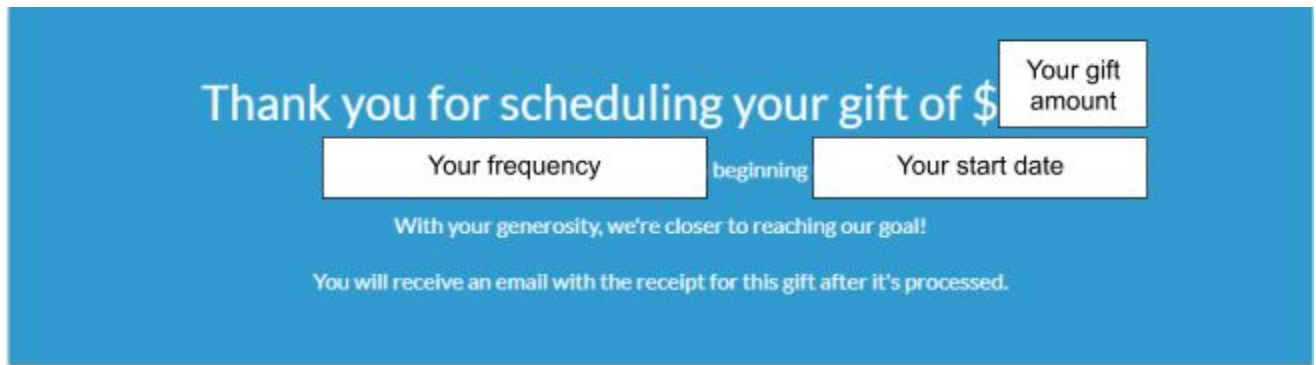
Please consider selecting this checkbox to help the Kingstowne Communion offset payment processing costs.

Click here to proceed

8. You *may* be prompted to complete a reCAPTCHA security exercise.



9. A gift confirmation message should display. You will also receive an email receipt.



You can return to Realm at any time to check your giving history or change the amount or frequency of your gift. And upon tax season, you can easily download your giving history for your filing.

*Thank you for scheduling your recurring gift to the Kingstowne Communion
and for making our mission and ministry possible!*