

Setting Up Automatic Pledge Payments in our online community, Grace Connect OnRealm

Thank you for your annual pledge of support for Grace Episcopal Church. To be sure your pledge is fulfilled, you can set up payments automatically by logging in to onrealm.org/gracehere.

1. To set up automatic pledge payments online, you need to have an account in OnRealm. If you don't have an account, you will need to email Lindsay Masters, our Parish Administrator at office@gracehere.org to set one up.
2. Once your account is active, visit onrealm.org/gracehere and select "Sign In"
3. Once signed in, on the left side of the next screen, you will see a navigation column titled "Grace Church Connect." Below that title, you should click on the word "Giving"
4. On the right side of the next screen, click on the words "Manage Payment Methods" in the top box to add or check your available current payment methods (checking, savings, or credit card). NOTE The account numbers will not display due to security requirements. If you think the information is not current, update it as needed. Once done, click "Close" at the bottom of that page.
5. On the top of the next screen, select the blue box that reads **+Give**
6. On the next screen, set up your specific giving schedule on the next page as follows:
 - a. Enter the amount you would like to give.
 - b. Change the Fund to "2025 Annual Giving" using the drop-down arrow so that your payments apply correctly against your pledge.
 - c. Select "Give Multiple Times."
 - d. Select your desired frequency (weekly, monthly, etc), enter your desired start date and desired end date and click "Continue."
 - e. On the next page, select your desired payment method. Once finished, click the final blue box to confirm your recurring gift. You will receive an email confirmation of your recurring gift. You also will receive an email confirmation whenever your recurring gifts are made.
7. Gifts and payment may be edited at any time by returning to your Grace Connect OnRealm account by following the instructions below.

IMPORTANT NOTE: If your banking or credit card information changes during the term of your recurrent payments, you will need to update your payment method information, and reschedule your automatic payments to avoid interruption of your payment schedule.

Alternatively, you can set up automatic pledge payments through your bank's website by adding Grace Episcopal Church as a new payee and scheduling regular bank drafts by mail.

Revising Your Automatic Pledge Payments in our online community, Grace Connect OnRealm

If you need to revise your automatic pledge payments, you first will have to cancel any current automatic pledge payments you have created and then set up a new automatic pledge payment schedule by following these instructions.

1. Visit onrealm.com/gracehere and sign in to your account.
2. Once successfully signed in, select the "Giving" option from the left side navigation list.

3. The next page will display your current giving history. At the top of that page, click the box that reads **Scheduled** to display your current scheduled payments.
4. To the far right of your scheduled payments are three dots (...) that you can click to see “Edit, Place on Hold, or Cancel. Select “CANCEL” to cancel the schedule you wish to revise and then select the box that reads **Confirm**
5. To create a revised automatic pledge payment schedule, click the blue box at the top of your current giving history that reads **+ Give**
6. Set up your revised schedule on the next page as follows:
 - a. Enter the amount you would like to give.
 - b. Change the Fund to “2025 Annual Giving” using the drop-down arrow so that your payments apply correctly against your pledge.
 - c. Select “Give Multiple Times.”
 - d. Select your desired frequency (weekly, monthly, etc), your desired start date and desired end date and click “Continue.”
 - e. On the next page, select your payment method (checking, savings, or credit card) and click the final blue box to confirm your recurring gift. You will receive an email confirmation of your recurring gift. You also will receive an email confirmation whenever your recurring gifts are made.