

South Suburban Christian Church Ministry Connection Instructions

Logging In To Ministry Connection

Note: Before you can use Ministry Connection, you must request an account. To request an account, click the Request and Account link at <http://www.southsuburban.com/giving/online-giving.aspx>.

1. From the SSCC home page www.southsuburban.com, click on the Giving link at the top of the page.
2. Click the link that says “Online Giving”.
3. Click the link that says “Login To Ministry Connection”.
4. Log into your account using the username and password provided to you in your Account Confirmation Email from South Suburban Christian Church.
5. If this is the first time you have logged in, click Change Password at the top of the page. If you have already changed your password continue to step 6.
 - 5a. Enter a new password and confirm it, then click the Save button at the bottom.
 - 5b. You should see a message saying “Password changed successfully.” at the top of the page.
 - 5c. Click Home at the top of the page.
6. Click the Edit My Profile button if you wish to verify your personal and family information.
7. Click the Edit button at the top to edit your information.
8. Click the Save/Update button at the top of the page to save any changes you make.
9. Click Home at the top of the page to return to the Ministry Connection Home Page.

Making A One-Time Online Contribution in Ministry Connection

1. At the Ministry Connection Home Page, click the Manage My Giving button.
2. Click the button that says Make an Online Gift/Donation.
3. Select a fund to give to and enter the amount you would like to give to each fund, then click Continue.
4. If this is the first time you have made an online contribution to SSCC, select whether you want to use a credit card or bank account and click the Add Accounts button under the Payment Account heading. Otherwise continue to step 3.
 - 4a. Complete the account information and click Save at the bottom of the page.
 - 4b. Click the Back button at the bottom of the page to return to the transaction page.
 - 4c. You can create multiple accounts using the previous steps if desired.
5. Select an account for your transaction from the drop down box, then click Continue.
6. Select One-Time Gift and click Process Transaction.
7. Verify the transaction information and click Authorize at the bottom of the page. You should see a message saying “The information has been saved successfully.”
8. Click Home at the top of the page to return to the Home Page.

Note: Be sure to click Logout after you are done with your session.

Setting Up An Automatic Recurring Contribution in Ministry Connection

1. At the Ministry Connection Home Page, click the Manage My Giving button.
2. Click the button that says Make an Online Gift/Donation.
3. Select a fund to give to and enter the amount you would like to give to each fund, then click Continue.
4. If this is the first time you have made an online contribution to SSCC, select whether you want to use a credit card or bank account and click the Add Accounts button under the Payment Account heading. Otherwise continue to step 3.
 - 4a. Complete the account information and click Save at the bottom of the page.
 - 4b. Click the Back button at the bottom of the page to return to the transaction page.
 - 4c. You can create multiple accounts using the previous steps if desired.
5. Select an account for your transaction from the drop down box, then click Continue.
6. Select Recurring Gift and fill out the required Frequency, Type, and Starting Date.
7. Click Process Transaction to continue.
8. Verify the transaction information and click Authorize at the bottom of the page. You should see a message saying “The information has been saved successfully.”
9. Click Home at the top of the page to return to the Home Page.

Note: Be sure to click Logout after you are done with your session.

Manage Recurring Gifts and Bank Accounts

1. At the Ministry Connection Home Page, click the Manage My Giving button.
2. Click Manage Recurring and Bank Accounts.

Bank and credit card accounts are listed on the top, and recurring payments are listed on the bottom.

3. To delete an account or payment, click the red X on the left of the account.
4. To make changes to account or payment information, click the title of the account or payment, make any necessary changes, click save, then click back to return to the account management page.
5. Click Home at the top of the page to return to the Home page.

Note: Be sure to click Logout after you are done with your session.