

Instructions for Online Giving The Free Methodist Foundation

To Set-up a New Donor Account:

1. Login to FMF online giving (**new account**) <http://www.fmfoundation.org/fmf/givenow.aspx>
2. Choose a user name & password
3. Complete the additional required information & agree to the terms of use
4. You will receive an email confirmation at the address you entered during the account setup process
5. Click the link provided in the email or enter the confirmation code on the email confirmation page to complete the account set up process

To Set-up a Donation:

1. Login to FMF online giving (**existing account**) <http://www.fmfoundation.org/fmf/givenow.aspx>
2. Enter your username and password and click the "**sign in**" button (remember: username & password are case sensitive)
3. You need to enter at least one bank or credit card account by selecting the "**accounts**" tab
4. Choose "**add**" and select the desired account: checking, savings or credit card
5. Complete all required fields and click "**save**"
6. Now you can setup a donation
7. Select the "**gifts**" tab and "**add gift**"
8. Choose the designation that you wish to support and enter the amount of the gift (select if the gift will be one time or recurring) Please note: if you don't see the ministry you wish to give to, please enter FMF and list your designation in the comments.
9. After all required fields are complete, click "save"
10. Now login as often as you wish to add gifts or update your personal information