

## **NEW ONLINE CONTRIBUTION OPTIONS**

The financial team is leading Mosaic to financial sustainability. One key step in that direction is consistent contributions from our members to meet our monthly goals and needs.

As you are aware, things come up from time to time on a Sunday, such as a sick child, vacation, or last minute emergency. Often these unexpected breaks on a Sunday can cause a lapse in what we might contribute to Mosaic. When this happens to a handful of members, Mosaic sees a tremendous lapse in the necessary funds to pay for our monthly expenses.

To help alleviate this unexpected lapse and to provide members for a space to contribute constantly, as they feel led, we are now offering automated monthly giving drafts. This will allow each person to determine how much their family wants to give on a consistent basis without the interference of an absent Sunday. Contributors will be able to edit the amount and frequency of their gift at any time. All this is provided through our financial resources, Realm.

### **WHAT IS REALM?**

Realm is an online program Mosaic uses for accounting. It gives individual access to contributors to find their giving information and end of the year chartable giving statements.

If you have contributed to Mosaic, you have an account created. However, you might not have registered the account.

### **TO REGISTER**

To register with realm, visit <https://onrealm.org/MosaicClayton/Account/Register>. Simply enter your email address, create and confirm a password, and you are in.

### **LOGGING ON**

If you are already registered or you have forgotten your password, visit: <https://onrealm.org/>. Simply enter your email address and password, and you are in. If you have forgotten your password, click "Forgot your password." This will take you to a prompt to send yourself an email with a new password.

### **START MONTHLY AUTOMATED GIVING**

Once you have logged into your account, click "Giving" on the main menu. Click the  if you don't see this button, contact your church office and let them know you want online giving.

Next enter the amount you want to give, then select the fund. To give to more than one fund at once, click Give to an additional fund. Select a gift frequency and enter the appropriate date information.

Enter your payment information. If you have a saved payment method, you can use it or click Add New Payment Method to add another payment method. Click Give.