Online Giving Instructions

To register for online giving, please use the following link - https://my.flockbase.com/oc/register?org=5103

Once you have reached the registration page, enter your first and last name, your phone number, your email, and create a username and password. If you gave your mobile number to the church in December 2023, please use the same number to register with FlockBase. The username and password you create here will be used to login and make online contributions or update payment information. Click "Sign Up". The screen will look like the following:

After you click "Sign Up", the system may recognize you through your phone number and ask, "Are You _____" (your name). If the system correctly recognizes you, click yes. If not, click no.

After this a new "Sign In" screen will appear. Please sign in with the username and password you just created.

To give online, you will need to add your payment information. Click on one of the two links that says, "Payment Details" (see below – private information has been blocked out).
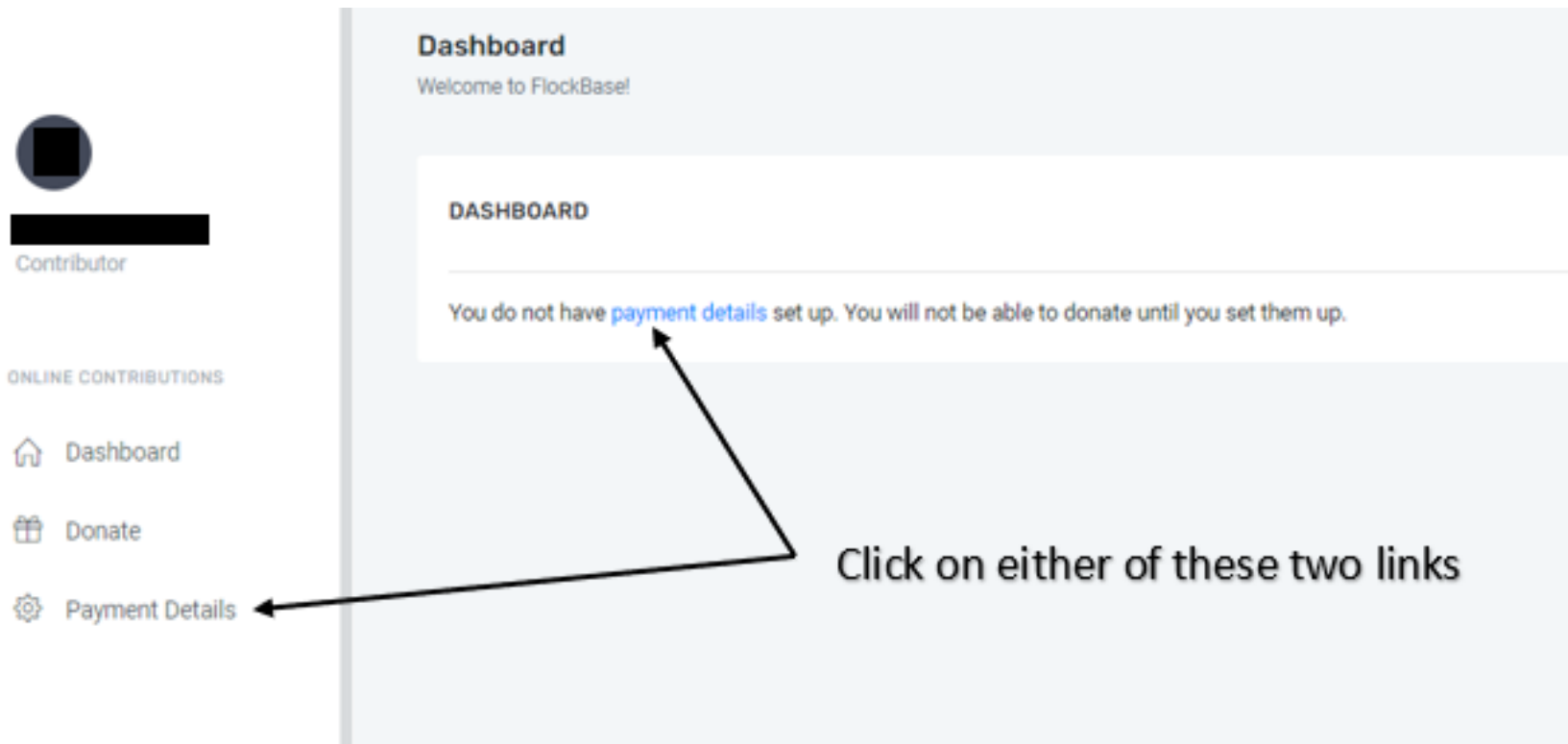
A new page will appear. Your first and last name will be entered. "Label" means what you want to name your payment method. You may leave this as Default or update it.
Enter your payment information. Choose whether you would like to have the money drafted from your checking account or charged to your debit/credit card by clicking the appropriate option. See the Donate page on ccos.org for the applicable fees for each option. Once you have completed all necessary account information, click the "Add" button at the bottom of the screen. If you get an error after clicking "Add", change the Label from Default to something more specific (see below – private information has been blocked out).

Wallet
Welcome to FlockBase!

ADD PAYMENT METHOD

Choose one

Back

First

Last

Label ❓   Default

🏛 ACH (Preferred)   ▤ Credit / Debit

Name On Account

**After you are
done, click Add**

Account Number

Routing Number

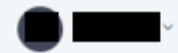Account Type   Checking ⌄

Add

If your payment method was accepted, it will show at the top of the page under "Existing Payment Methods" (see below – private information has been blocked out).

Wallet
Welcome to FlockBase!

EXISTING PAYMENT METHODS

Name	Actions
Default	Default Payment Method (Can't perform actions)

ADD PAYMENT METHOD   Back

First ▮

Last ▮

Label ❓   Default

🏛 ACH (Preferred)   🖃 Credit / Debit
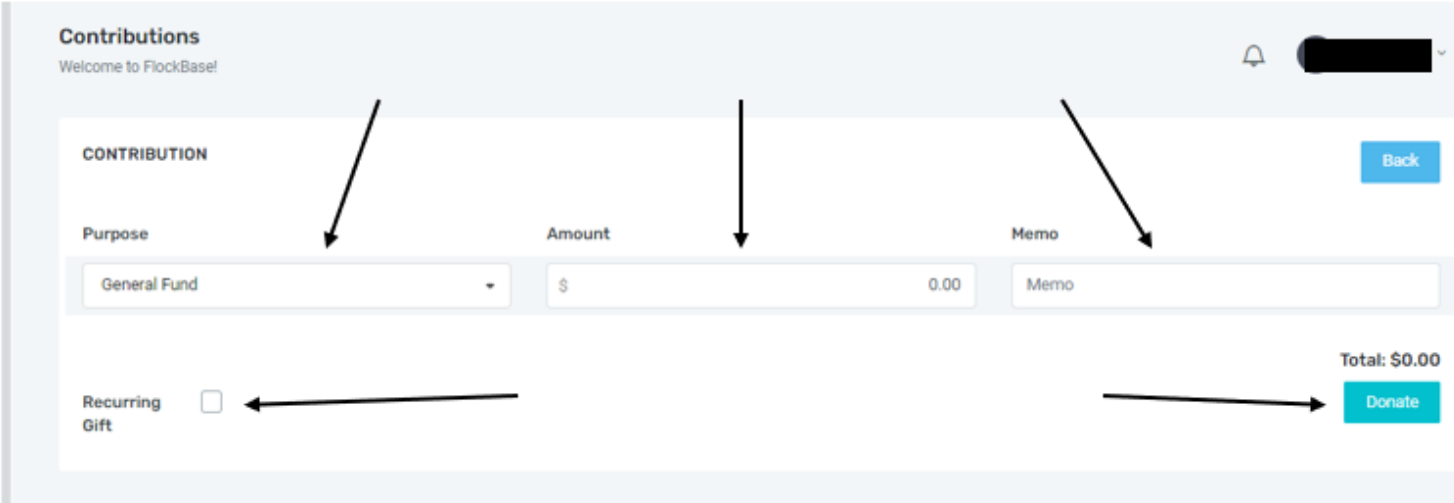
Name On Account ▮

If needed, you can enter an additional payment method(s) and choose which method you would like to use when donating. If you only have one payment method, in the Action section, you will see "(Can't perform actions)". This means since this is your only payment method, you will not be able to delete it. If you want to delete it, add another payment method. Name the Label accordingly and click Add. If you have multiple payment methods, you will see something like the screenshot below (in the example below, the Label was edited and changed).

EXISTING PAYMENT METHODS

Name	Actions
Checking ⤢	Default Payment Method (Can't perform actions)
Credit Card ⤢	Make Default Remove

To Donate money, click on the "Donate" button on the left-hand side of the screen. Use the dropdown under "Purpose" and choose which account you would like to donate to ("General Fund" for regular tithes and offerings). FlockBase will default to the General Fund. Enter the amount you would like to donate. The memo line is for your record keeping. A new line will appear. This allows you to choose another account (Purpose) to donate to if you are led by the Lord. If you want your donation to be recurring, click on the box next to "Recurring Gift." If you do not want your donation to be recurring, leave the box empty. Once you are ready to donate, click the "Donate" button on the right side of the screen (see below – private information has been blocked out).

Contributions
Welcome to FlockBase!

Contributor

ONLINE CONTRIBUTIONS

🏠 Dashboard

🎁 Donate

⚙ Payment Details

CONTRIBUTION   Back

Purpose	Amount	Memo
General Fund ▾	$ 0.00	Memo

Total: $0.00

Recurring Gift ☐   Donate

After you click "Donate", you will be taken to the Dashboard to show your transactions. When you are ready to log out, click the drop down next to your username in the upper right-hand corner and click log out.

If you have any questions, please contact Brenda Seymour at ccosbrenda@gmail.com, in person at church or by calling 520-256-6688.