

You requested information about automatic payments:

1. Go the website: <http://www.cmcmissions.org>
2. Click on the "click & give" box on the lower left side of the home page.
3. Sign up for an account on the page that opens.
4. Open the email that you are sent and follow the instructions in it.
5. Once you have entered the "click & give" site with your new login you can choose to make a donation.
6. Click on the second icon from the left (looks like a check with a pen on it).
7. Then select whether you wish to give using your credit card or through your bank account.
(Please realize that if you use your credit card about 3% of the entire donation will be deducted each time you donate by your credit card company. However, if you set up the gift through your bank the transaction fee will be a flat \$1 no matter the donation.)
8. You will need to fill in your information with either one you choose. You can set up recurring donations with back account or credit card at this time.
9. If you have chosen the bank account route then you have **3 tabs** that each need to be filled in. Remember that your routing number is on the far left and your account number is next to it on any check that you have.
10. In the second box labeled "Giving Details" – select your missionary's name from the drop down box on the left (labeled select amount) If your missionary is not listed, you can choose "other" from the drop down list and then type their name in the memo field. If the memo field does not show, then click the pen/notepad icon.
11. Input the amount you would like to give.
12. If you would like to make this a recurring donation you will need to click on the box labeled "Setup Recurring Gift".
13. Click Submit
14. You will be taken to a page that gives you all the details of your gift. This is a printable page if you would like to print it to keep. **This is not a "tax deductible" receipt.** An email confirmation will also be sent to you automatically. You will receive a "tax deductible" receipt directly from CMC once the gift has been processed by them.

You can also use your bill payment system through your own bank if you would like. If you choose this option, and have never given through CMC before, please email me at admin@cmcmissions.org and let me know the name and address that will show on your bank check, as well as which missionary the gift will be for. That way I can set up your account in our system and be prepared for the check. If you have any questions, please don't hesitate to contact me at 1-800-262-7729, or by email.

Thank you,
Shelli Summers