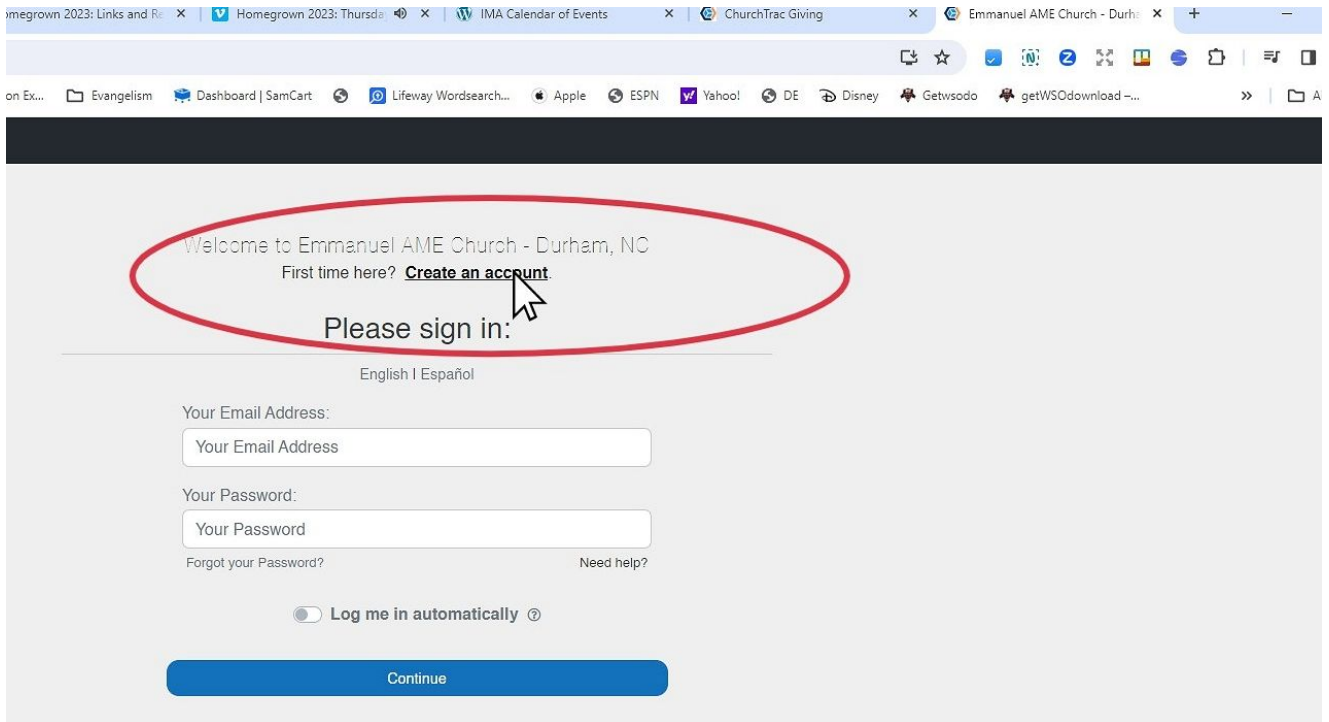


ChurchTrac Instructions

1 First Login? Create an Account



When making your first contribution using ChurchTrac, you should choose "Create an account."

The **Create an Account** link is at the top of the page.

2 Enter Your Email Address

The screenshot shows a web browser window with a dark header bar containing the text "rham, NC". Below the header is a light gray registration form. At the top of the form, it says "Your Email Address:" followed by a text input field containing "revbgloster@gmail.com". Below the input field is a reCAPTCHA box with a green checkmark and the text "I'm not a robot", along with a reCAPTCHA logo and links for "Privacy" and "Terms". A large blue "Continue" button is centered below the reCAPTCHA box, with a mouse cursor hovering over it. At the bottom of the form, there is a footer with the text: "Emmanuel AME Church - Durham, NC", "2018 Riddle Road, Durham, NC 27713", and "Copyright © 2023 ChurchTrac Software, Inc."

1. **Provide a valid email address.** You must use a valid email address as this is where your temporary, first-time password will be sent.
2. Check the **I'm not a robot** security box
3. Click the **Continue** button.

3 Provide your Name

Email:
revbgloster@gmail.com

First Name: Bridgette Last Name: Gloster

Your Phone Number:
4108588515

By clicking 4108588515, you agree to ChurchTrac's [Terms of Service](#) and [Privacy Policy](#).

Manage... Continue

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1. Provide your first and last name and a valid phone number.
2. Click the **Continue** button

4 Notice that Temporary Password has been sent

on Ex... Evangelism Dashboard | SamCart Lifeway Wordsearch... Apple ESPN Yahoo! DE

✔ **We just sent you a temporary password.**
Check your email and enter your temporary password below.



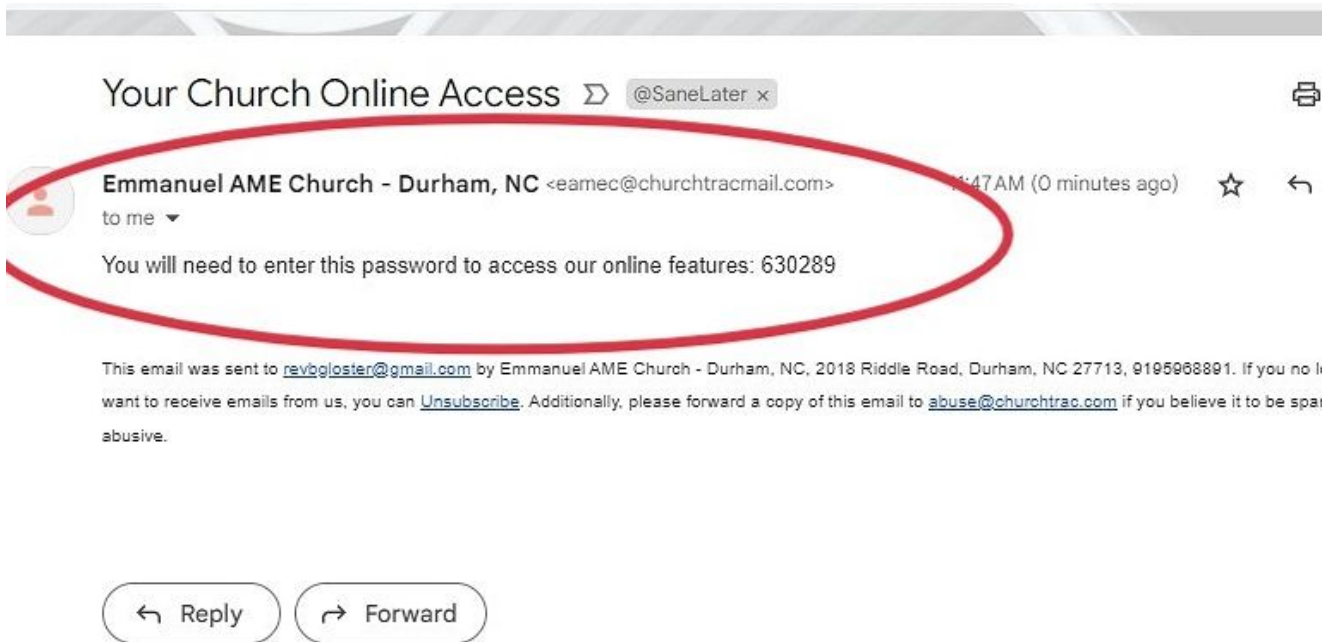
Welcome to Emmanuel AME Church - Durham, NC
First time here? [Create an account.](#)

Please sign in:

English | Español

Note: After you have successfully entered your information, you will get a notice that the temporary password has been sent to your email address

5 Temporary Password Email



You will immediately receive an email that contains your **temporary password**. The email will come from **Emmanuel AME Church - Durham, NC** with the **eamec@churchtracmail.com** email address.

If you don't see this email in your inbox shortly after creating your account, that may mean that it ended up in your spam folder. You can search for it using the information, and it should appear. If you still don't see it, it may be that you misentered the email address during account creation. If so, please feel free to go to the **Create Account** page.

6 Enter the Temporry Password

Welcome to Emmanuel AME Church - Durham, NC
First time here? [Create an account.](#)

Please sign in:

English | Español

Your Email Address:

Your Password:

[Forgot your Password?](#) [Need help?](#)

Log me in automatically ⓘ

[Or Click Here to Give as a Guest]

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Use the temporary password that was provided to you in the email. You will have the opportunity on the next page to create a password of your choosing.

Click the **Continue** button

7

Please change your password:

ⓘ Your new password should contain upper and lowercase letters, numbers and symbols, and must be a minimum of 8 characters.

Type a New Password:

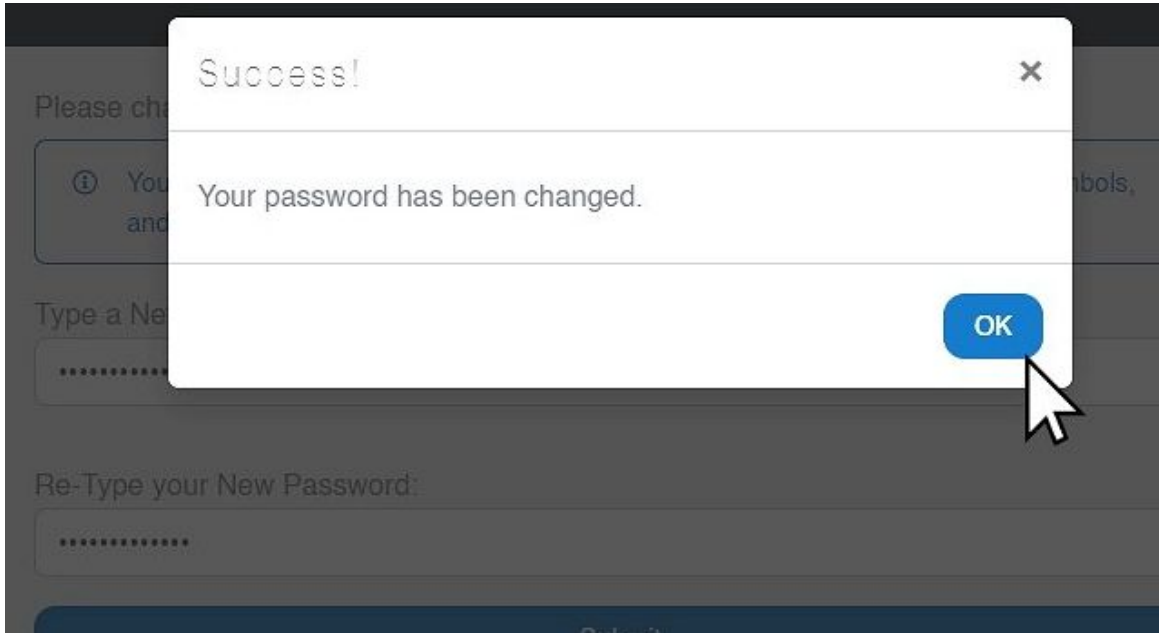
Re-Type your New Password:

Submit

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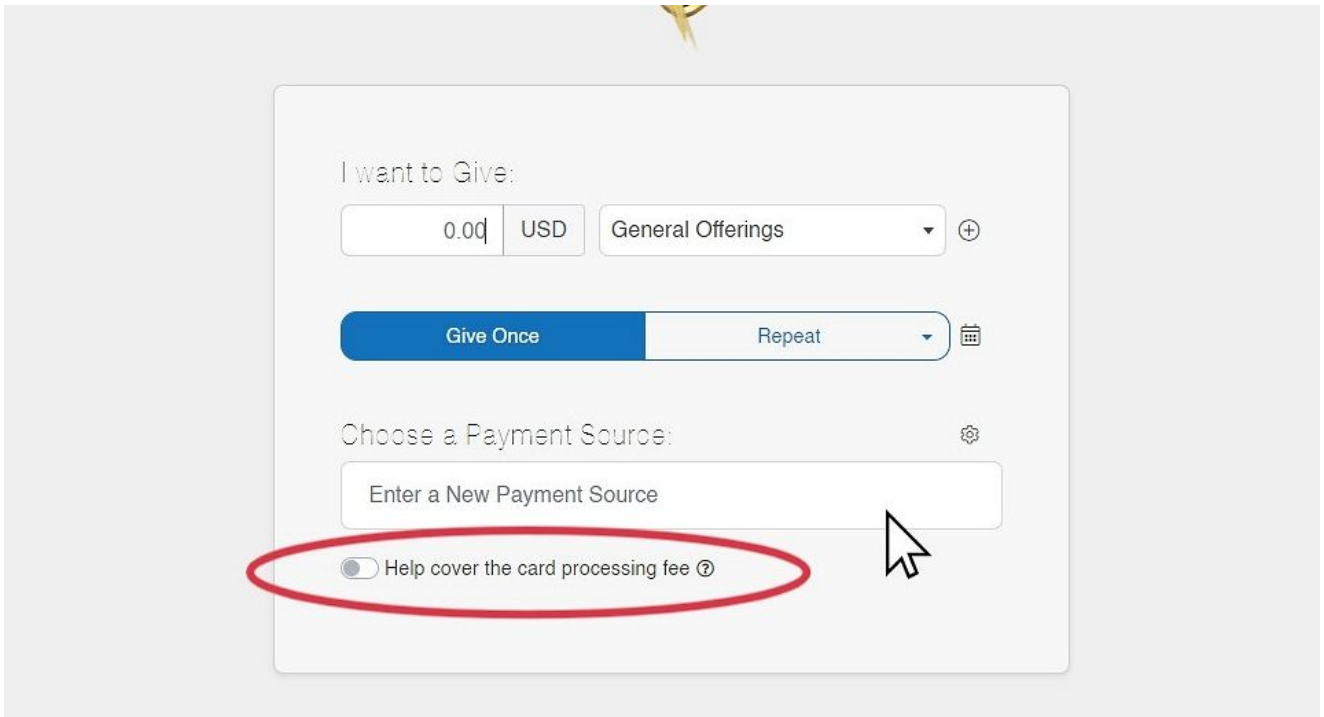
1. Create your new password. Note that the password should contain **upper and lowercase letters, numbers, and symbols**; it needs to be a **minimum of 8 characters**.
2. You will need to re-enter the password in the next field.
3. You will get an error if you don't meet these password requirements.
4. Once you have met the requirements for the password, click the **Submit** button to save your new password.

8



You will know that your password creation is successful when you receive this notification box.

9 Entering Your Donation Amount and Type



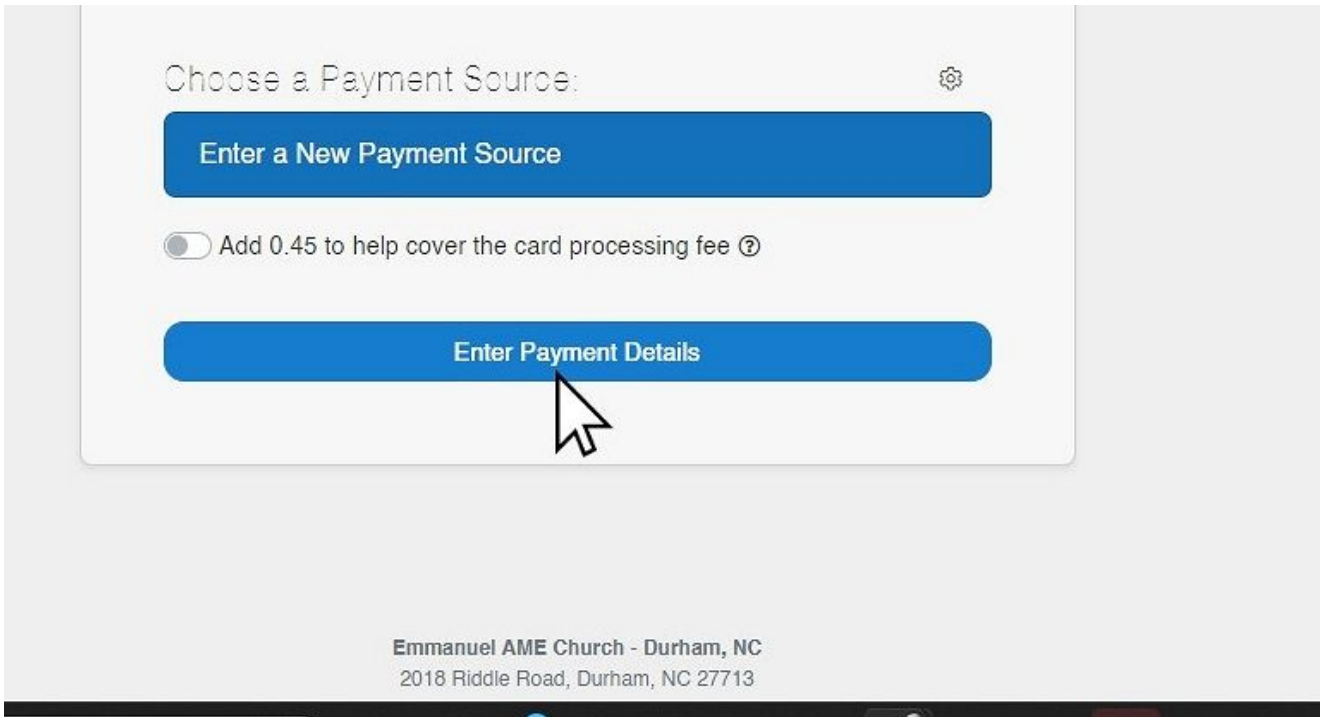
The screenshot shows a donation form with the following elements:

- I want to Give:** A section containing:
 - A text input field with "0.00" and a "USD" dropdown.
 - A dropdown menu currently set to "General Offerings" with a plus icon to its right.
 - A "Give Once" button and a "Repeat" dropdown menu with a calendar icon to its right.
- Choose a Payment Source:** A section containing:
 - A text input field with the placeholder "Enter a New Payment Source" and a gear icon to its right.
 - A red circle highlights a toggle switch labeled "Help cover the card processing fee ?".

Once you have successfully logged in, you are all set to donate

1. Enter the Dollar amount for your donation
2. Use the drop-down menu to select how you would like your donation designated (i.e., General Tithes and Offering, Mission, etc.)
3. You can make it as a one-time or repeating donation.
4. Click to Enter your payment source.
5. **NOTE:** You have the option to help cover the card processing fees. If you choose to do so, just click the toggle button.

10 Click to Enter Payment Details




Click the button to enter your payment source details.

11 Choose your Payment Source

Durham, NC

Online Giving



Card Google Pay US bank account

Card number
1234 1234 1234 1234

Expiration CVC
MM / YY CVC

Country ZIP
United States 12345

By providing your card information, you allow Emmanuel AME Church - Durham, NC to charge your card for future payments in accordance with their terms.

Charge 5.00 USD

You have several options for your payment source. You can use any of the following:

- Credit / Debit Card
- Google Pay
- US Bank Account

Follow the steps on the screen to enter the information about your payment source.

12 Complete the Payment Source Information

Expiration: 1

CVC: [blurred]

Country: United States

ZIP: 27301

By providing your card information, you allow Emmanuel AME Church - Du future payments in accordance with their terms.

Charge 5.00 USD

27301 United States

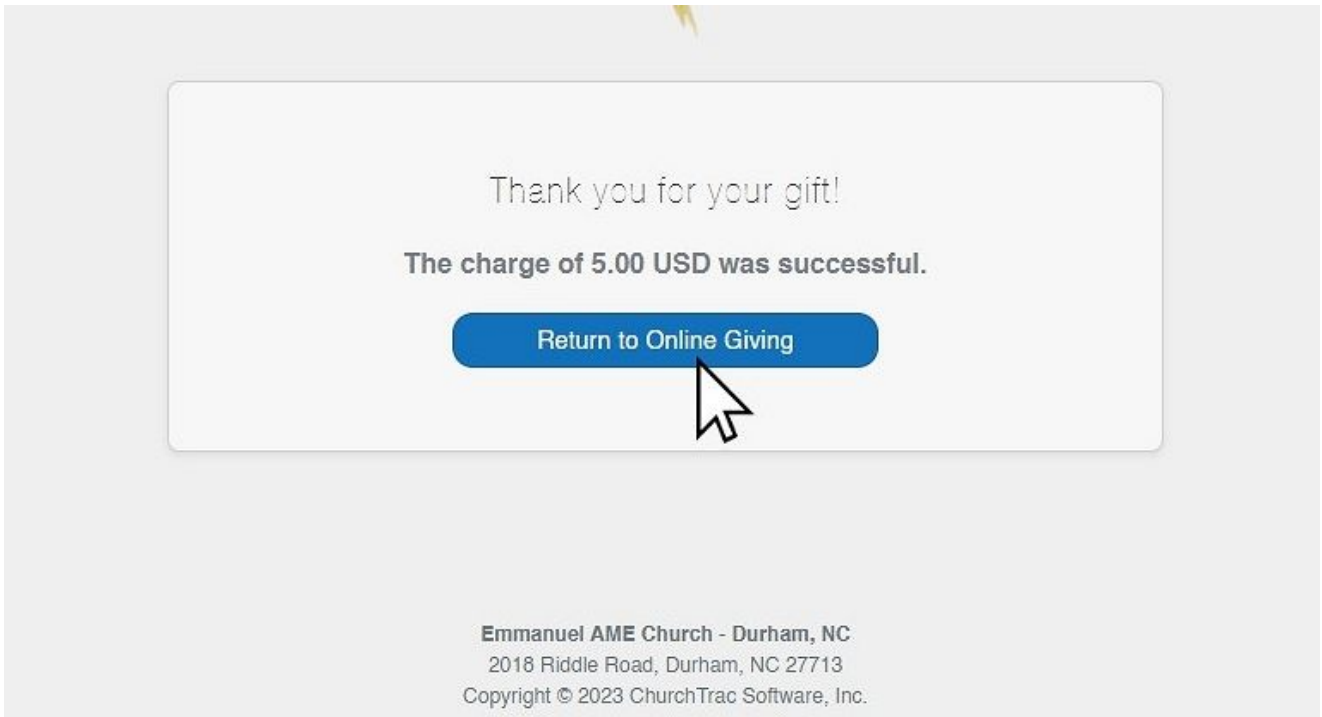
27301-9316 United States

Manage addresses...

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1. Once you have entered your payment source information, click the button to complete the donation.
2. Note that the donation amount is displayed on the button.

13



When you get to the Thank you for your gift screen, you know that your donation has been successfully submitted.