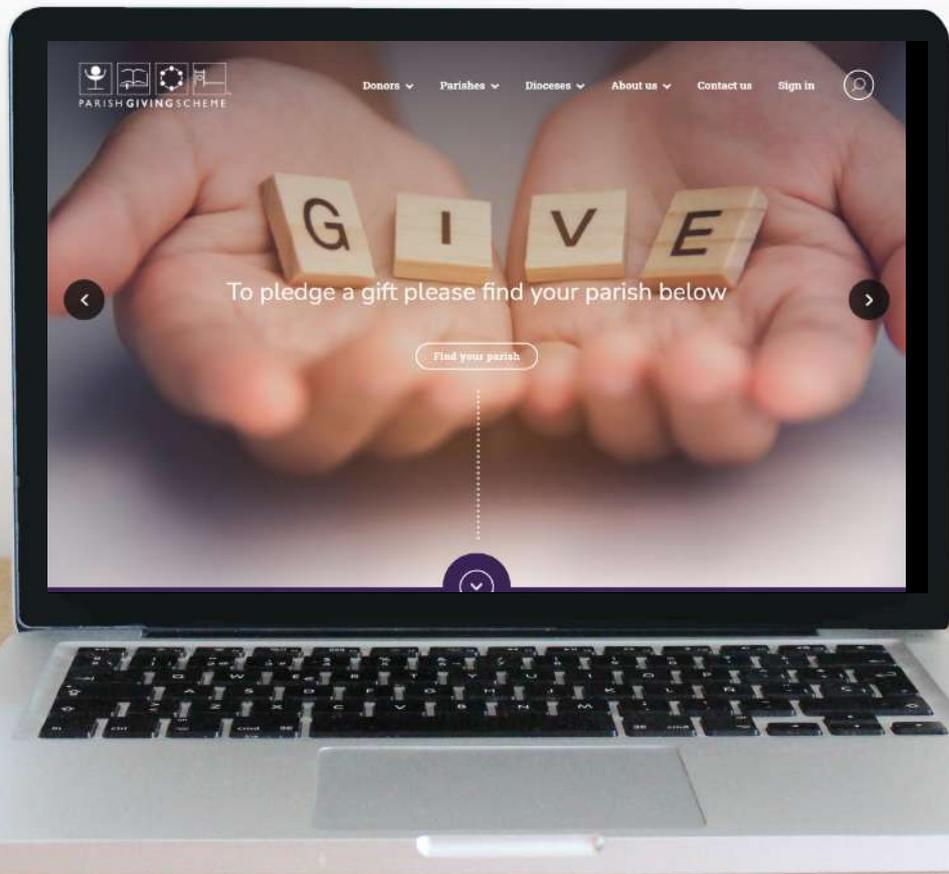


A GUIDE FOR DONORS: HOW TO SET UP YOUR REGULAR GIVING ONLINE



GETTING STARTED FOR NEW DONORS

This guide will walk you through the key steps to setting up regular online giving, if you are new to donating via PGS. We will show you how to create an online PGS account and set up your Direct Debit instruction.

1. Parish search

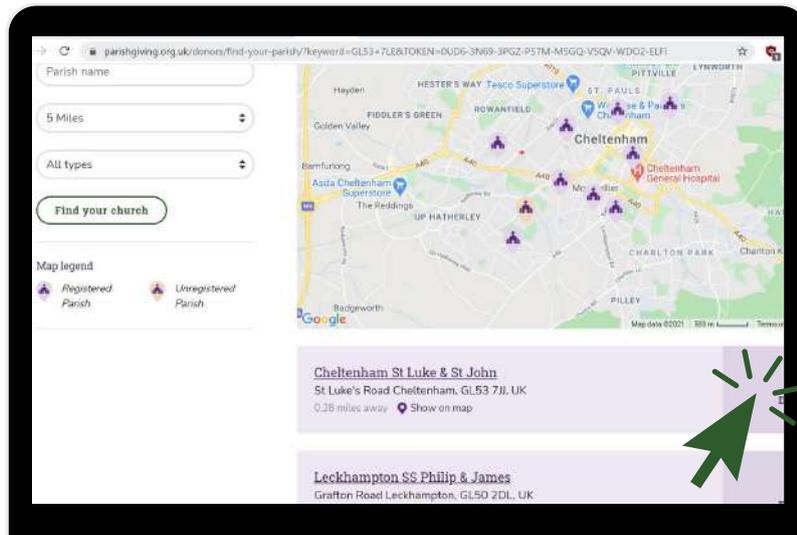


Your parish may have provided you with a QR code. If so, simply scan the QR code and you'll be taken straight to the landing page for your parish, where you can click on 'Give now' to get started.

If you don't have the QR code, don't worry.

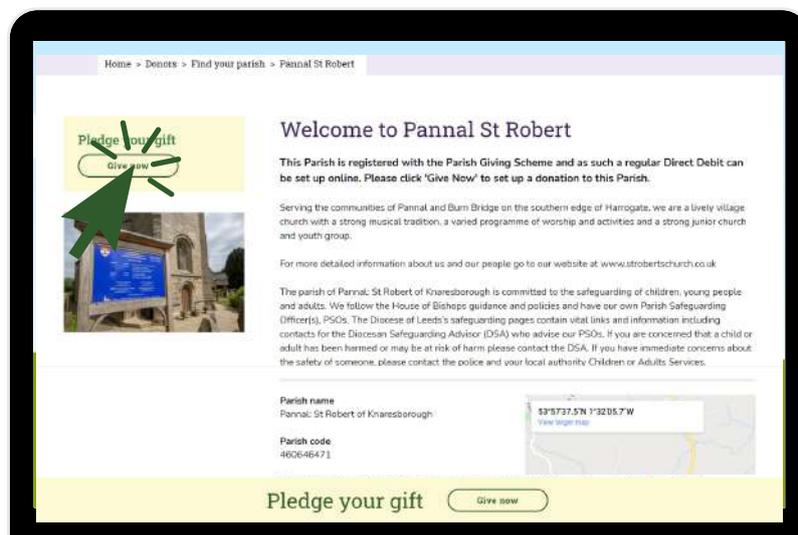
The new 'find your parish' search tool makes it easy for you to find the specific parish that you would like to support with regular giving. Simply type in the name of the church, parish, the location, postcode, or the PGS Parish Code if you know it.

This takes you to a list and map of all the churches in the vicinity. Every Church of England church can be found using this search tool, whether or not they are registered to receive donations via PGS. The key shows whether the church is registered with PGS for donations, or not.



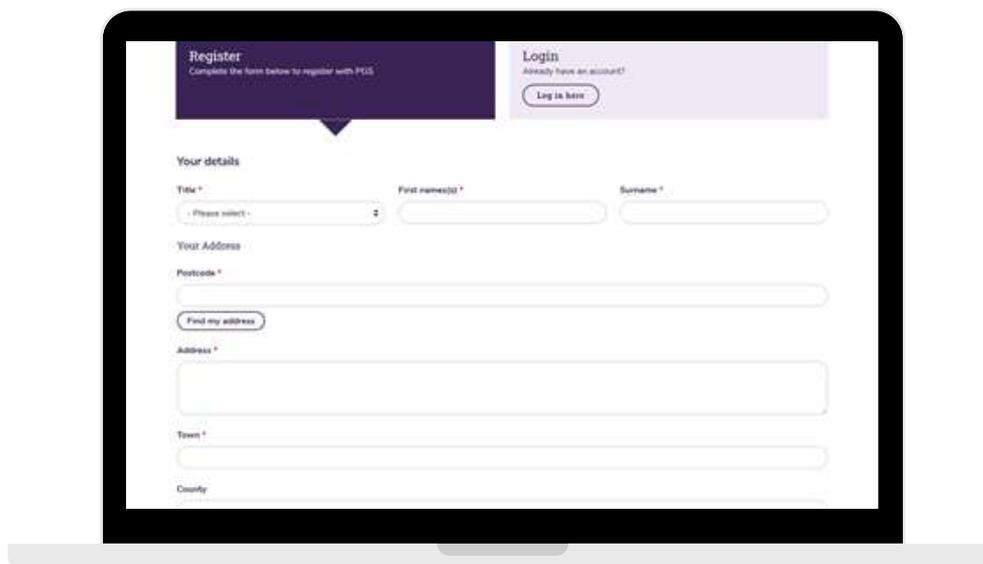
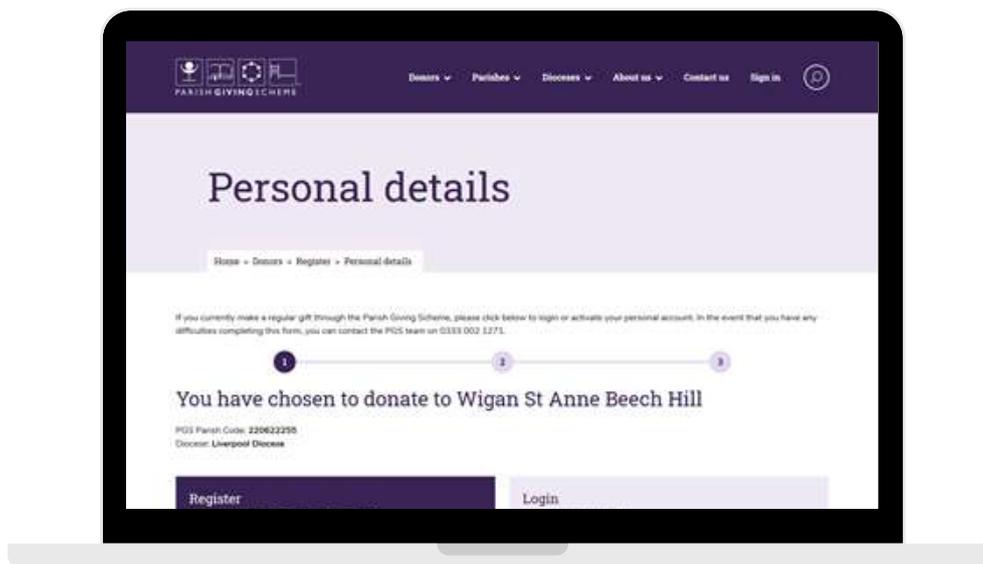
Alongside each church that's listed in the results page, you'll see either a 'Donate' or 'Register your interest' button. If the church you would like to make a donation to has a 'Register your interest' button – please click it. While it means you won't be able to complete your donation online today, we will let your diocese know that you are interested in donating.

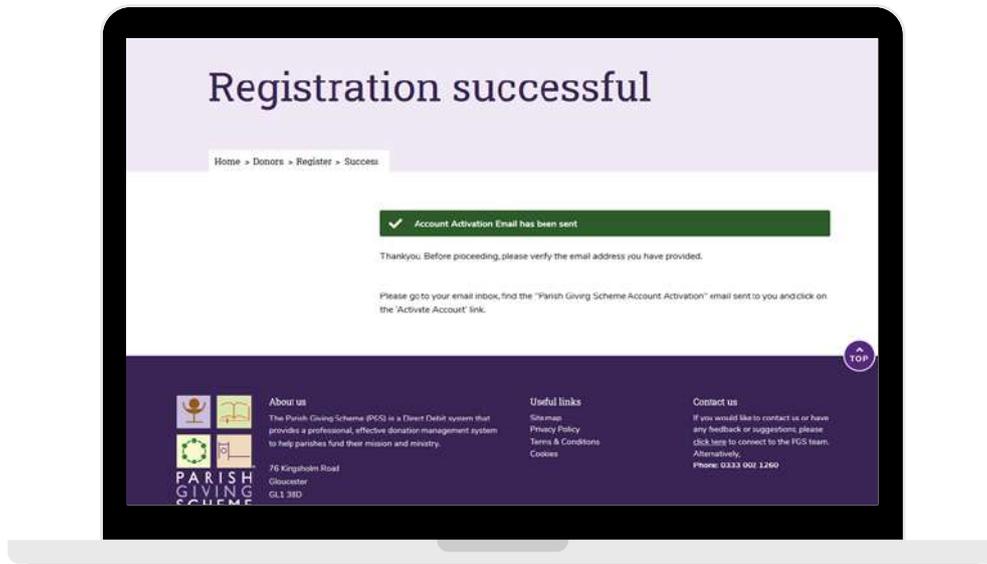
All parishes registered with PGS will have a 'Donate' button. Clicking on 'Donate', will take you to the specific 'parish landing page', simply click 'Give now' to set up your new donation.



2. Registering for a new online account

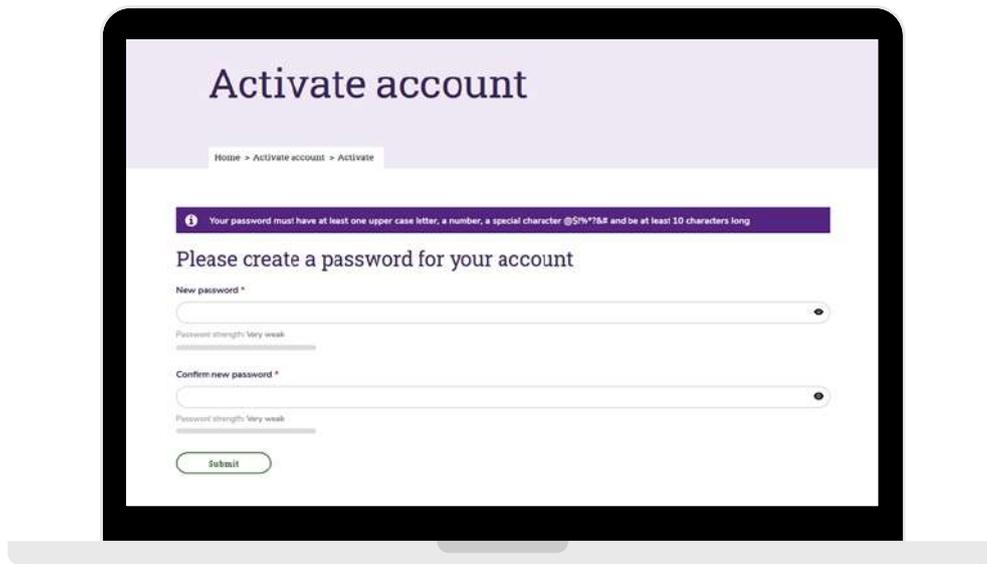
As a new donor you will need to register by entering your personal details, including full name, address etc.





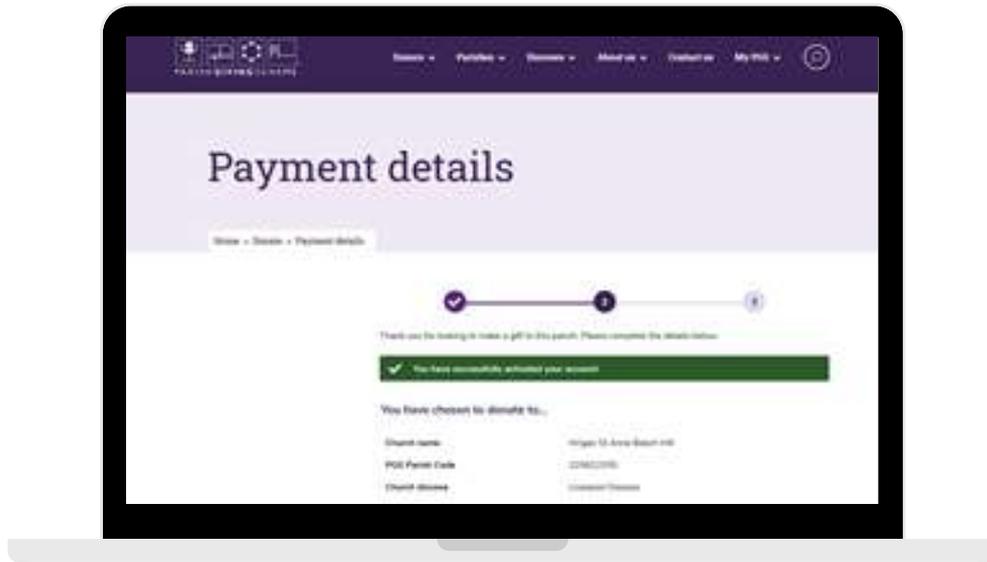
3. Account activation

Once registration is complete, you will then need to create a password so that you can log in again to manage your regular giving online in future.

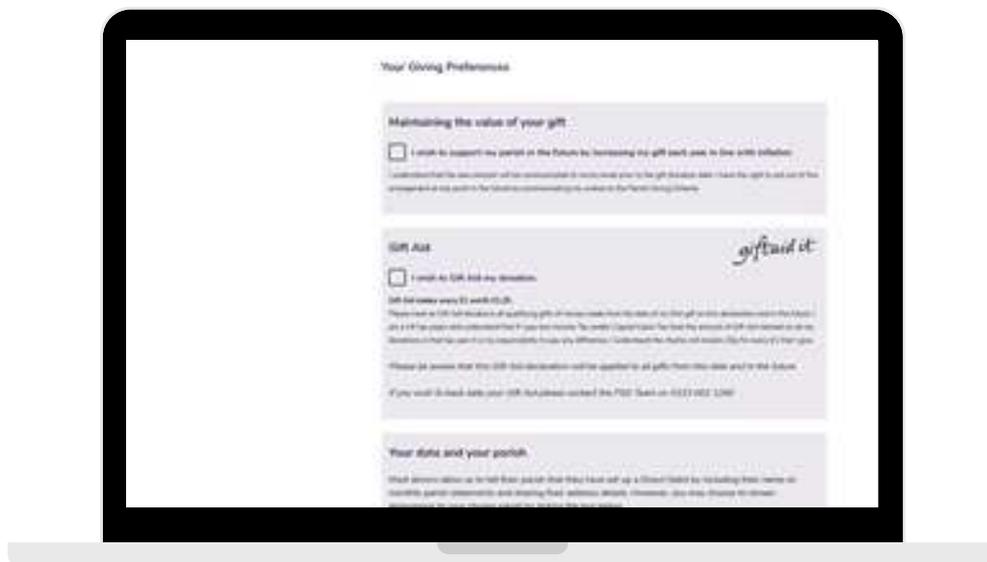


4. Setting up a new donation

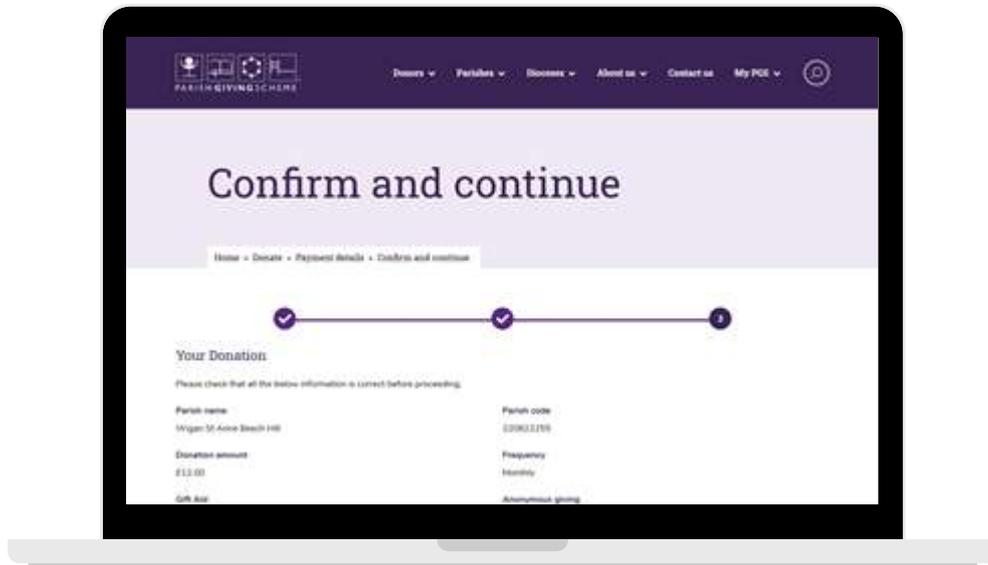
You will then need to enter your bank account details, just like setting up any other Direct Debit instruction. You don't need any bank information for your parish as this is all taken care of by PGS.



Before confirming your payment information, you will also be invited to add an automatic inflationary increase to your donation, as well as Gift Aid. For more details on how this works visit our frequently asked questions page at: www.parishgiving.org.uk/donors/frequently-asked-questions/

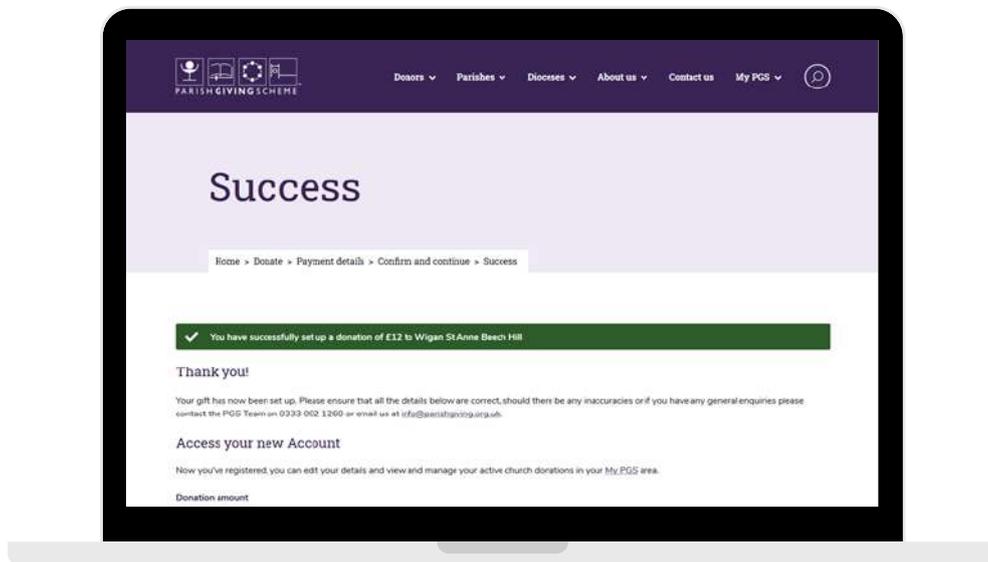


You will then be able to review the information you've entered before you confirm and continue.



5. Donation complete!

That's it, your donation has been set up. You will see a really clear confirmation screen just so you know that the process is complete and was successful.



We hope you find this guide helpful when setting up new regular giving online.

If you have any technical questions about using the website, please contact the PGS support team:

Email: info@parishgiving.org.uk

Tel: 0333 002 1260

If you have any feedback about this guide or how it could be improved, please contact the PGS communications team:

Email: PGSComms@targetgroup.co.uk

Thank you.

