

## Electronic Giving Setup Instructions For Everence FCU Members

1. Go to Everence FCU's website at [www.everence.com/WorkArea/DownloadAsset.aspx?id=10037](http://www.everence.com/WorkArea/DownloadAsset.aspx?id=10037) to download an application for Electronic Bill Payment.
2. Complete the application, be sure to put an X in the box marked "EBP Can be Free."
3. Return the application to Everence FCU by fax to 717-735-8331 or by mail to EBP / Everence / 2160 Lincoln Highway East, Suite 20 Lancaster, PA 17602.
4. Everence will send you a username and password by regular mail within 5 to 7 days.
5. Once you receive the username and password, go to <http://www.everence.com>.
6. On the right side of the page, under "Online Banking," click login.
7. Enter your User ID. Then enter your password and answer to the security question.
8. Move the mouse cursor over the "Pay Bills" tab at the top of the screen and click on "Go to EasyPay."
9. On the left side of the screen under "Add a Payee" select "Add a Person."
10. For First and Last Name type in "West Philadelphia Mennonite Fellowship". Type in phone number (215) 729-2050. Finally, type in email address: [wpmf@wpmf.org](mailto:wpmf@wpmf.org). At this point an email will be sent to the church office to confirm you as one to make payments to WPMF.
11. Create a keyword. It can be any word. This keyword must be communicated to the Administrative Assistant in the church office (by phone or email) to continue set-up.
12. Choose a category (i.e. "church") and account from which donations will be deducted.
13. Click on the "Submit Person" button at the bottom of the screen.

At this point, WPMF's Administrative Assistant will receive an email. She will accept the member setting up the electronic donations. Again, members must inform the Administrative Assistant of the keyword. Once she accepts the member, she will notify person that this task is complete. Everence emails a confirmation to the member that everything is set-up and ready to continue.

14. Log back in following steps 5-8 above.
15. Move the mouse cursor over the "Payments" tab at the top of the screen to click on the second option "Recurring Payment".
16. On the left side of the screen under "Select Payee" you should see "West Philadelphia Mennonite Fellowship" as an option. Click on the open circle.
17. Choose the amount and frequency for each electronic check. Select starting date. Check "No" for the question, "Will this payment series end?" Any of this information can be changed at a later date.
18. Click "Next" at the bottom of the screen.
19. Review information and select "Submit Payment".

You can always login to "It's Me 247+(formerly electronic bill payment) and review what is taking place, as well as make changes. In addition, you can monitor your statement via online banking.

If you notice any errors in these instructions, please notify Brooke Blough, Alex Bouwman, or Bryan Geib.