



## INSTRUCTIONS TO SETUP ONLINE RECURRING GIFTS TO CHURCH IN THE HARVEST

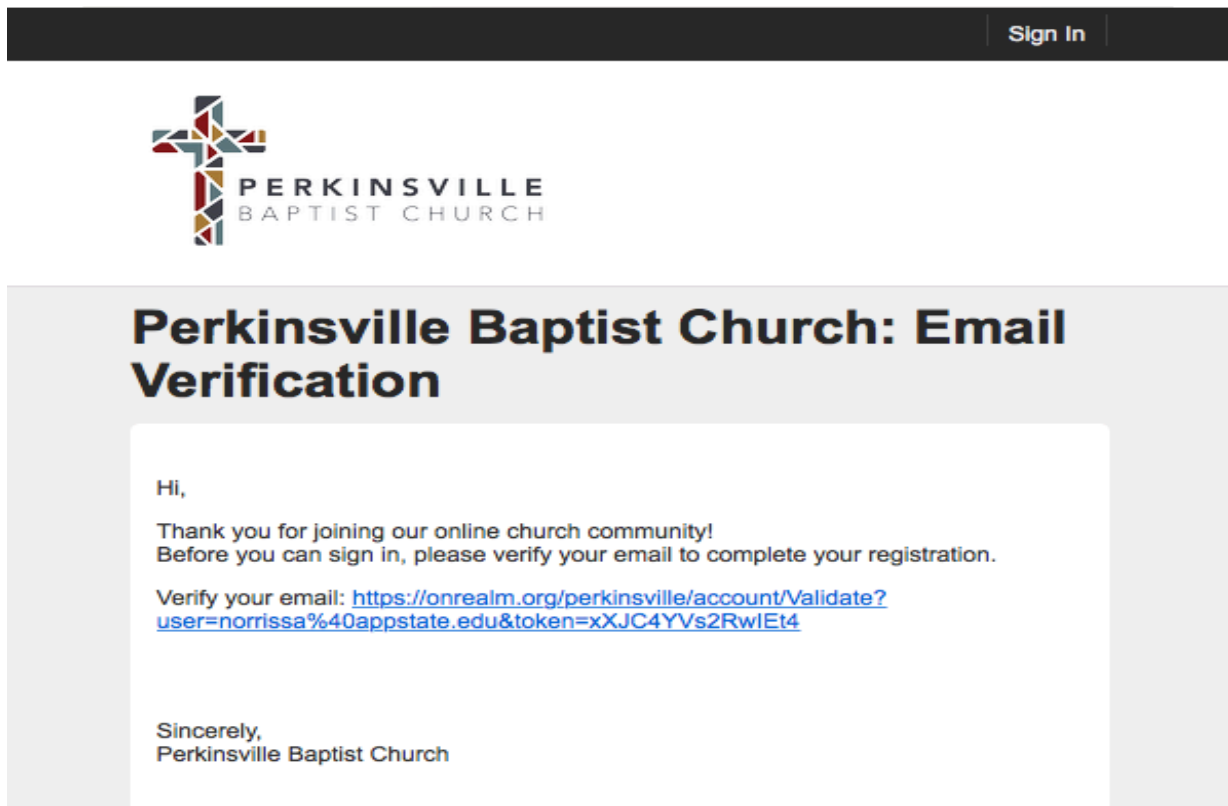
### 1. GO TO ONREALM.ORG/PERKINSVILLE TO BEGIN AND CLICK 'REGISTER NOW'

A screenshot of a web browser showing the Perkinsville Baptist Church website. The page has a header with the church's logo. Below the header is a "Sign In" form with fields for "Email Address" and "Password", a "Sign In" button, and a link for "Forgot your password?". At the bottom of the form, the text "Don't have an account yet? [Register now](#)" is circled in red. The footer of the page reads "Copyright © 2018 ACS Technologies. All Rights Reserved."

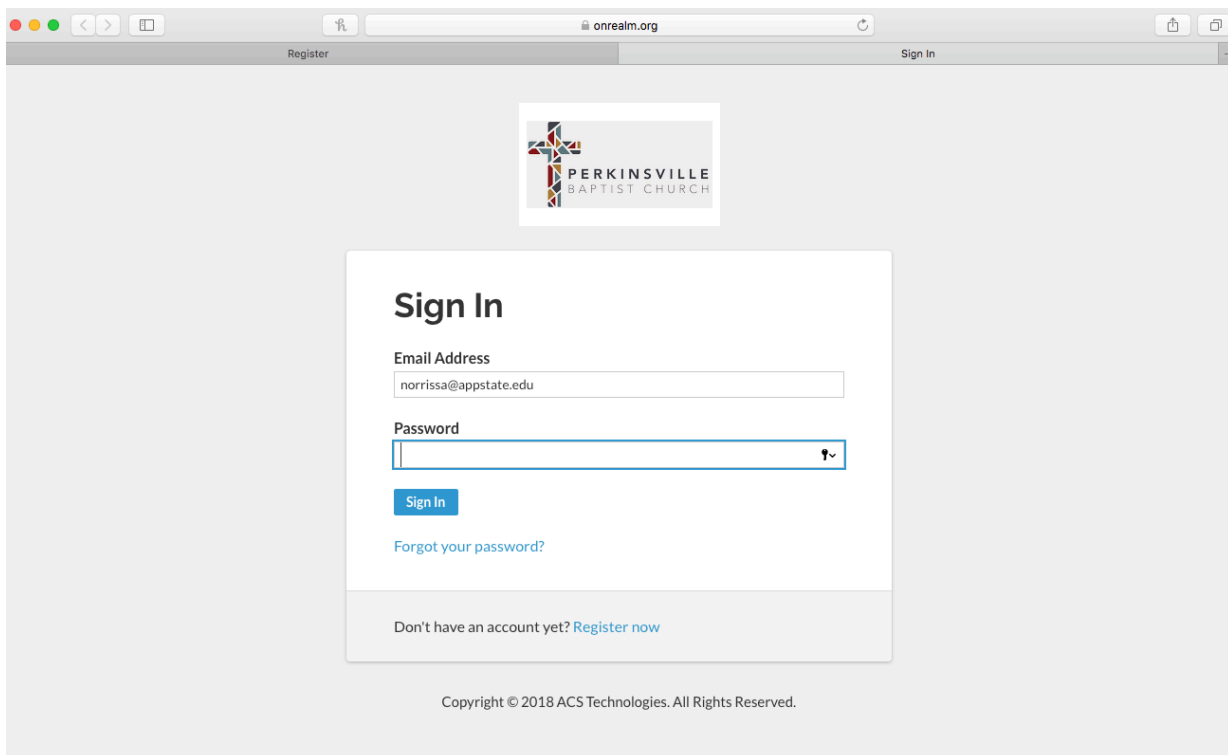
### 2. ENTER YOUR EMAIL AND PREFERRED PASSWORD TO CONTINUE.

A screenshot of a web browser showing the Perkinsville Baptist Church website. The page has a header with the church's logo. Below the header is a "Register" form. The form includes a message: "Sign-up is easy, and it's free! Get started by completing the fields below." followed by fields for "Email Address", "Create Password (8 character min)", and "Confirm Password". Below these fields is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom of the form, there is a "Register" button and a disclaimer: "By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older."

3. YOU WILL RECEIVE A CONFIRMATION EMAIL (CHECK YOUR SPAM). CLICK THE LINK TO CONTINUE.



4. FOLLOWING THE EMAIL LINK WILL VERIFY YOUR EMAIL AND ALLOW YOU TO SIGN IN WITH THE EMAIL AND PASSWORD YOU JUST PROVIDED.



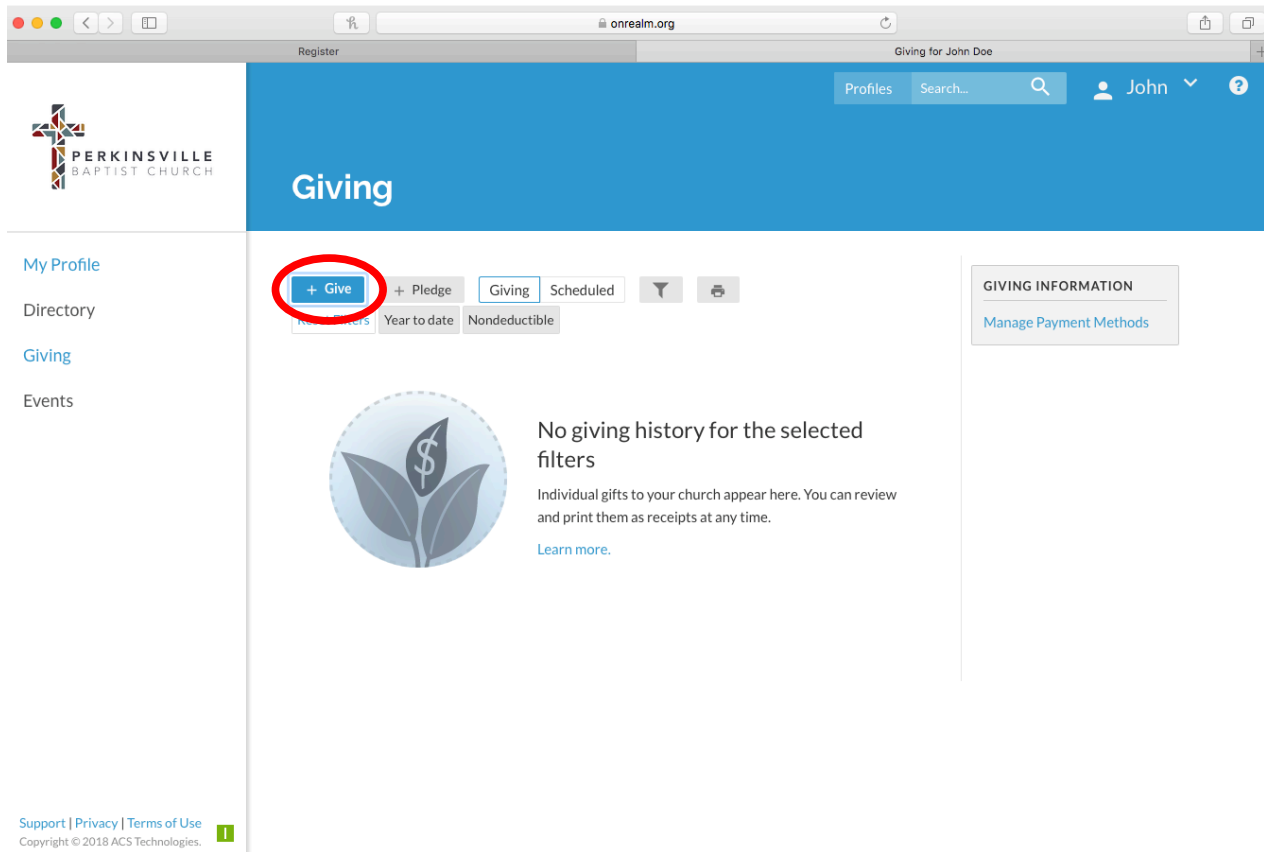
**5. ALMOST THERE! COMPLETE YOUR PROFILE AFTER LOGGING IN. WE NEED THIS INFORMATION TO PROVIDE AN ACCURATE GIVING RECORD.**

The screenshot shows a web browser window with the URL [onrealm.org](http://onrealm.org). The page has a header with 'Register' and 'Connect' links. The main content area is a white box titled 'Please Tell Us About Yourself'. Below the title, a message states: 'We need a little more information from you before validating your account. Once we have verified your information with our records, we will send you a confirmation email.' The form contains several input fields: 'Your Name' (filled with 'John Doe'), 'Address' (filled with '123 John Doe Road, Boone, NC 28607'), 'Birthday' (filled with '01/01/1980'), 'Preferred Phone' (filled with '(555) 555-5555'), and 'Gender' (filled with 'Male'). A blue 'Send Information' button is at the bottom of the form.

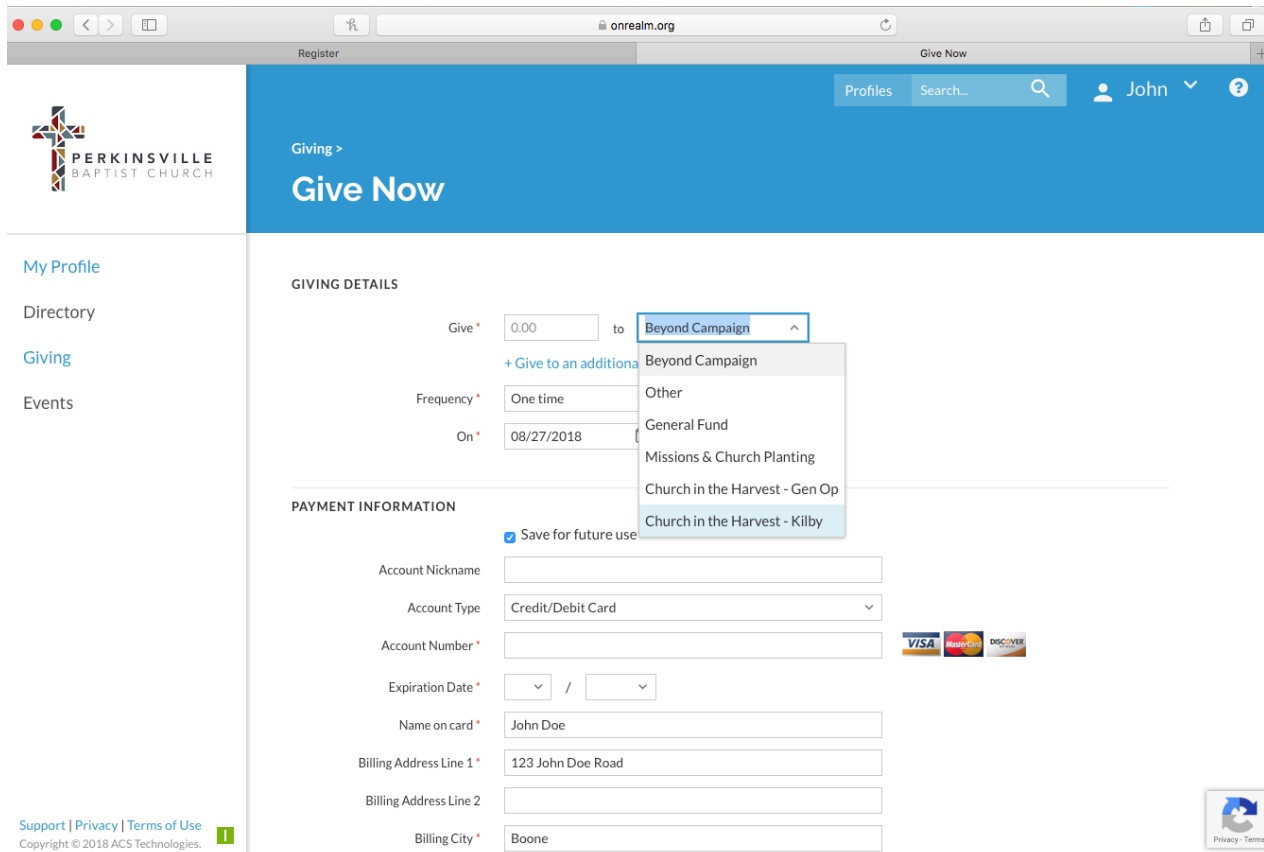
**6. YOU ARE NOW REGISTERED AND LOGGED IN! TO SETUP YOUR GIVING, CLICK 'GIVING' ON THE MENU.**

The screenshot shows the user profile page for 'John Doe' on [onrealm.org](http://onrealm.org). The page has a blue header with the user's name and a search bar. On the left, there is a sidebar menu with the following items: 'My Profile', 'Directory', 'Giving' (circled in red), and 'Events'. The main content area displays the user's profile information, including a placeholder for a photo, 'Edit Profile' and 'Privacy' buttons, and sections for 'Contact Information' and 'Personal Information'. The 'Contact Information' section lists: Name (John Doe), Home Address (123 John Doe Road, Boone, NC 28607), Home Phone ((555) 555-5555), and Primary Email (norrissa@appstate.edu). The 'Personal Information' section lists: Birthday (01/01/1980) and Gender (Male). On the right, there is a 'FAMILY' section showing 'Single-member family'.

7. THE GIVING MENU ALLOWS YOU TO REVIEW YOUR GIVING RECORD AND SETUP NEW GIFTS . CLICK THE '+GIVE' BUTTON TO SETUP A NEW GIFT.



8. SELECT 'CHURCH IN THE HARVEST' FROM THE MENU AND COMPLETE YOUR GIFT INFORMATION.





# PERKINSVILLE

## BAPTIST CHURCH

IF YOU WANT TO CHANGE YOUR GIFT PREFERENCES  
OR CHECK YOUR GIVING RECORD AT ANY TIME, SIMPLY  
VISIT [ONREALM.ORG/PERKINSVILLE](http://ONREALM.ORG/PERKINSVILLE) AND LOGIN WITH  
YOUR EMAIL/PASSWORD COMBINATION.

FOR ASSISTANCE WITH THE GIVING PROGRAM,  
CONTACT THE PERKINSVILLE CHURCH OFFICE AT  
[PERKINSVILLEBC@GMAIL.COM](mailto:PERKINSVILLEBC@GMAIL.COM) OR (828) 264-8605.