



## Electronic Giving Transition Instructions

Thank you for partnering with BABC in our Great Commission ministries and efforts, and for expressing your commitment through sacrificial generosity. We are in the process of transitioning to a new electronic giving platform and want to assist you by providing the following instructions.

### To DISCONTINUE electronic giving through the Easy Tithes platform...

- In your web browser, go to: [belleairebc.com/giving](http://belleairebc.com/giving)
- In the box "Give To The Belle Aire Mission", choose the Sign-in option.
- Sign into your account.
- Select "recurring" from the **top** menu (you should see three options).
- Under the scheduled giving and payments window, your recurring gift should be visible.
- Click on the trash can icon (to the right of "duration")
- "Stop Recurring Payment" verification screen will appear... click "Stop This Payment".
- Confirmation screen should show "no gifts or payment currently scheduled".
- Click the icon in the upper right corner (with your initials) to sign out.

### To SETUP giving through the Subsplash platform...

- In your web browser, go to our [Subsplash Giving Portal](#) [*←this is a clickable link*]
- Enter the amount of your gift.
- Choose the frequency of your gift (for more options as you scroll to the right).
- To set the desired start date of your gift, click on the calendar icon (gift start date window appears).
- Enter the desired start date of your gift... click apply.
- Choose your preferred option to "sign-up or to login" (Email, Facebook ApplyPay).
- Choose/ Click "Sign up" at the top menu.
- "Create New Account Screen"... complete information, then click "Create Account".
- Subsplash will send a confirmation email... check your email and click "Confirm email address".
- You will then be brought to the "Account Verification Successful" page in your web browser... click continue.
- You'll then be prompted to add your payment (debit/ credit card, or bank account).
- Add information, then click "Link".
- Choose the Fund you'd like to contribute to (Budget, Missions or Benevolence), and complete the form, and submit.
- You'll be brought to the gift confirmation page and receive the message "Gift schedule, thank you!"