

Making donations to the Fellowship Using Your Bank's Online 'Billpay'

This method is free (to you and the fellowship) and gives you complete control over the process. This document follows the Bank of Travelers Rest Process specifically, your bank may differ somewhat. Email office@greenvilleuu.org if you have questions or need help.

First, set up your Greenville UU Fellowship as a 'Biller':

Click 'Add a new bill'

Select company for who you want to pay

Company ← Select **Company**

Person

Enter *Greenville UU Fellowship* as the biller name and click 'Enter all the information for your bill'

Enter 1135 State Park Road

Greenville, SC 29209 ← 'biller' information

(864) 271-4883

Enter your envelope # and pledge and year of pledge

← account # for regular pledges

or, your envelope # – *Capital Campaign*

← account # for capital campaign

Note: Your account # is your Fellowship envelope #. You can find out your envelope # by calling the Fellowship office or looking on a past statement of your contributions to the fellowship. (You will have just one envelope number – it will be used for both your regular pledge and your capital campaign pledge.)

Second, set up the amount and frequency of payments:

Click 'Manage your bills'

Pick 'Greenville UU Fellowship' from the biller list

Select 'Add an automatic payment'

Select: the amount

the first payment date

a frequency: weekly, 2x per month, monthly, every 3 months (quarterly), annually

when to stop: until you change/cancel it or after X payments

whether you want an email when the payment is sent

Click 'set up payment'

Third, to change or cancel payments:

Click 'Manage your bills'

Pick 'Greenville UU Fellowship' from the biller list

Select 'Update automatic payment' or 'Delete automatic payment' depending on what you want to do

Note: If you are planning to use Billpay to pay both your regular pledge and a capital campaign pledge, it is best to set up the Fellowship as 2 separate Billers: one for your regular pledge (account # = envelope #) and one for the capital campaign (account # = envelope # - Capital Campaign). This will make things much easier for our Fellowship Administrator to keep track of.