



FIRST PRESBYTERIAN

Instructions for Setting Up Online Giving Through Your Bank Account

1. Log-in to your on-line bank account.
2. Click on tab or link that says "Pay Bills" or "On-line Bill Pay" or anything of that sort.
3. Click on tab or link that says "Add Bills"
4. If given the option, choose "Company without account number"
5. Enter the Biller's name and address. In this case: First Presbyterian Church, 210 W 5th St., Marysville, OH 43040 937-642-5651
6. After you confirm this information and add new biller, look for a tab or link that directs you to "Manage My Bills" and select "First Presbyterian Church." Here you can set up a recurring payment.
7. Here you will select the account you want the payments to come from, input the amount you'd like to send, choose the frequency in which you'd like the payments to be sent, and choose a start date.

Please note that these specific instructions are based off of PNC Bank's interface. Your bank set-up may be different. If these instructions don't apply to your specific bank, please don't hesitate to call your bank. They have staff that can and will walk you through setting this up.

Phone Numbers:

PNC Virtual Wallet 1-800-352-2255

Huntington Bank 1-800-480-BANK

5/3 Bank 1-800-972-3030

Chase Bank 1-800-935-9935

Richwood Bank 740-943-2317

Pathways Credit Union 614-416-7588

Honda Credit Union 1-800-634-6632