

# How to sign up for, or transition to, Servant Keeper Giving

Hello and welcome to Servant Keeper Giving. If you are not using our current platform (PushPay) to give and wish to start using Servant Keeper Giving, please follow the directions below titled **Starting with Servant Keeper Giving**.

If you are using our current platform, we recommend that you follow the instructions [How to Discontinue PushPay Donations](#) found on the Giving Transition web page below: <https://www.farmingtoncommunitychurch.org/giving-transition/> to discontinue your PushPay giving.

**NOTE:** Using Servant Keeper Giving is optional; you can continue to give via check or ACH or other “automated” system if you like. You can still use Servant Keeper giving for one-time donations while keeping your current giving method the same. In most cases, a one-time setup is required to use Servant Keeper Giving.

## Starting with Servant Keeper Giving:

### Step 1:

- **BEFORE January 1, 2025:**

--- Go to this website: <https://FarmingtonCommunityChurch.org/Giving-SK>

- **AFTER January 1, 2025:**

--- Visit our church website at <https://FarmingtonCommunityChurch.org>

--- Click on the “**Giving**” tab at the top of the page:



Home Welcome Newcomers ▾ Ministries ▾ Staff **Giving** Contact Us

**Step 2:** Click on the  button to access our new Servant Keeper Giving platform.

You should see a giving screen that is similar to the following:

The screenshot shows the Farmington Community Church giving interface. At the top, there are 'Sign In' and 'Sign Up' buttons. Below is the church logo and the text 'For the Sake of the World'. There are two input fields for 'General Fund' and 'Care & Share', both set to '\$0.00'. A note states 'Gift minimum is \$1' and the current amount is '\$0.00'. At the bottom, there are two checkboxes: 'Give as guest/anonymous' (checked) and 'Set up scheduled gift (requires account)'. A 'GIVE NOW' button is at the very bottom.

# How to sign up for, or transition to, Servant Keeper Giving

**Step 3:** You can click on the **Sign In** or **Sign Up** buttons at the top or check the **Give as guest/anonymous** or **Set up scheduled gift** box (an existing account is required for that option).

If you clicked the  button, go to **Step 4a**

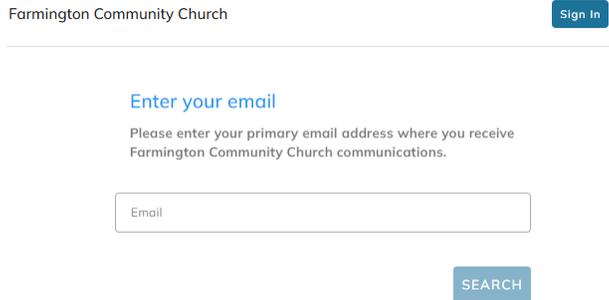
If you clicked the  button, go to **Step 4b**

If you checked the  **Give as guest/anonymous** box, enter a \$ amount in a fund, click the  button, and go to **Step 4c**

if you checked the  **Set up scheduled gift (requires account)** box, enter a \$ amount in a fund, click the  button, and go to **Step 4d**

# How to sign up for, or transition to, Servant Keeper Giving

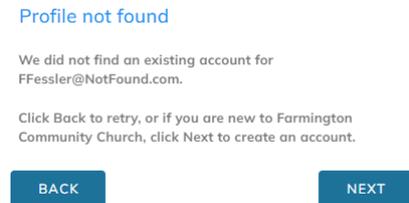
## Step 4a: Clicking the **Sign Up** button will take you to this screen:



**IMPORTANT!** We HIGHLY recommend that you use the email address that is listed in the Church Directory. This will ensure that your giving is linked to your Servant Keeper account for tracking purposes. If you do NOT know what that is, please email the office at [Office@FarmingtonCommunityChurch.org](mailto:Office@FarmingtonCommunityChurch.org) and let us know that you need your email address from the Servant Keeper Directory.

After you enter your email address click the **Search** button.

**If your email address is NOT found**, you will get a screen that looks like this:



At this point you can click the **Back** button and try again or click the **Next** button to create an account. Again, we HIGHLY recommend that you use the email address that we have in the Servant Keeper Directory. If you still wish to continue, click on the **Next** button and follow the directions to continue creating an account.

**If your email address IS found**, you should get this screen:



**NOTE: Everyone will NEED to have a password.** To create a **New** password or if you have **forgotten you existing password**, click the **Reset Password** button and follow the directions to **Reset/Create** a new password.

Proceed to **Step 4b** with your Email and Password.

# How to sign up for, or transition to, Servant Keeper Giving

## Step 4b: Clicking the **Sign In** button will take you to this screen:

Sign in to

Servant Keeper Online Giving

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

Forgot password?

SIGN IN

Don't have an account? [Sign up](#)

Enter your email address and password and click the **Sign In** button. All recorded Servant Keeper transactions, including ones from the past (if any), will be displayed.

Depending on the width of your screen, you will see one of two screens:

Farmington Community Church

| Gifts           |  | Gifts        |         |              |           |          |        |         |            |                  |             |
|-----------------|--|--------------|---------|--------------|-----------|----------|--------|---------|------------|------------------|-------------|
|                 |  | Date ↓ ▾     | Guest ▾ | Account ▾    | Status ▾  | Amount ▾ | Fees ▾ | Total   | Pay T... ▾ | Payment Source ▾ | Frequency ▾ |
| Scheduled       |  | Nov 16, 2024 |         | General Fund | Completed | \$5.00   | \$0.68 | \$5.00  | Credit     | Text to Give     | One-time    |
| Payment Methods |  | Nov 13, 2024 |         | General Fund | Completed | \$5.00   | \$0.68 | \$5.00  | Credit     | Text to Give     | One-time    |
| Give Now        |  | Sep 24, 2024 |         | General Fund | Completed | \$10.00  | \$0.82 | \$10.82 | Credit     | Online           | One-time    |

or

| Gifts        |         |              |           |          |        |         |            |                  |             |  |  |
|--------------|---------|--------------|-----------|----------|--------|---------|------------|------------------|-------------|--|--|
| Date ↓ ▾     | Guest ▾ | Account ▾    | Status ▾  | Amount ▾ | Fees ▾ | Total   | Pay T... ▾ | Payment Source ▾ | Frequency ▾ |  |  |
| Nov 16, 2024 |         | General Fund | Completed | \$5.00   | \$0.68 | \$5.00  | Credit     | Text to Give     | One-time    |  |  |
| Nov 13, 2024 |         | General Fund | Completed | \$5.00   | \$0.68 | \$5.00  | Credit     | Text to Give     | One-time    |  |  |
| Sep 24, 2024 |         | General Fund | Completed | \$10.00  | \$0.82 | \$10.82 | Credit     | Online           | One-time    |  |  |

If you do not see this left column menu, you can click on the “hamburger” icon in the upper left corner to have the same options displayed.

| Farmington Commur |       |
|-------------------|-------|
| Home              | Gifts |
| Scheduled         |       |
| Payment Methods   |       |
| Give Now          |       |
| v15.0.1           |       |

| Farmington Cc   |       |
|-----------------|-------|
| Home            | Gifts |
| Scheduled       |       |
| Payment Methods |       |
| Give Now        |       |
| Edit Profile    |       |
| Logout          |       |
| v15.0.1         |       |

You also have some options in the upper right corner:

Give Now FF  
Print Statement ↻ ⋮

Click on **Edit Profile** or on **YOUR** initials to see and Edit profile.

# How to sign up for, or transition to, Servant Keeper Giving



You can review and edit your scheduled gifts or make a new scheduled gift:

## Scheduled Gifts

Status: Active  
**General Fund** \$10.00  
First Gift: Jan 1, 2025  
Next Gift: Jan 1 2025  
Every month on the 1st  
AMERICAN\_EXPRESS: [REDACTED]

[EDIT](#) [DEACTIVATE](#) [DELETE](#)

[+ Add Gift Schedule](#)

To create a new Scheduled gift, click the [+ Add Gift Schedule](#) button.

Enter the information for your scheduled gift(s):

### Editing Scheduled Gift

Account: Care & Share Amount: \$25.00

+ Add another account

Total: \$25.00

Cover processing fees?

Net Total: \$25.00

Payment Method: AMERICAN EXPRESS [REDACTED]

Frequency: Every 2 weeks on Wednesday

Next Gift Date: 12/11/2024

[WEEKLY](#) [SEMI-MONTHLY](#) [MONTHLY](#) [YEARLY](#)

End Date (optional):

[CANCEL](#) [SAVE](#)

- Select the Account (Fund) from the dropdown menu
- Enter the amount
- *Optional:* Add other accounts and amounts
- *Optional:* Check the box to cover processing fees
- Choose a payment method (your default will display)
- Click on a Frequency: **Weekly, Semi-Monthly, Monthly, or Yearly**
- *Optional:* Enter an End Date

Click the **Save** button when done.

You can review your Payment Methods including Editing, Deactivating, and Deleting:

## Payment Methods

AMERICAN EXPRESS ★ Default

[REDACTED]

Billing Zip: [REDACTED]

Date Added: Nov 13, 2024

[EDIT](#) [DEACTIVATE](#) [DELETE](#)

You can also add a new payment method:

# How to sign up for, or transition to, Servant Keeper Giving

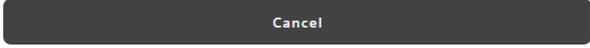
+ Add Payment Method

Credit card Bank transfer    

Card number

MM / YY CVC  ZIP code

 Store Details

 Cancel

You can click either of the **Give Now** buttons:  Give Now or  Give Now to make a donation.

# How to sign up for, or transition to, Servant Keeper Giving

**Step 4c:** You checked the  Give as guest/anonymous option.

If you choose **Give as guest/ anonymous**, you will not receive a tax receipt from FCC at the end of the year. You will see a screen that is similar to the following:

[← Back to giving card](#)

### Gift Summary

|              |                |
|--------------|----------------|
| Care & Share | \$25.00        |
| Fees         | \$0.76         |
| <b>Total</b> | <b>\$25.76</b> |

Need end of year statements? Want to schedule a gift? To take advantage of these features, and saved payment methods, log in now!

[SIGN IN](#) [SIGN UP](#)

### Billing Information

First name  Last name

Mobile #

Email

Give anonymously [NEXT](#)

**Payment Method**

Click the **Next** button to continue to the Payment Method screen:

### Payment Method

+ Add Payment Method

Cover processing fees

Gift Note

[GIVE NOW \\$25.76](#)

You still have the option to **Sign Up** for an account or **Sign In** to your account. Fill in the fields on the screen:

- First name
- Last name
- Mobile #
- Email

If you check the **Give anonymously** box your info will be hidden:

Give **Your information will be hidden from Farmington Community Church**

Click the **+ Add Payment Method** button and select **Credit Card** or **Bank transfer** and complete the information as needed:

# How to sign up for, or transition to, Servant Keeper Giving

**Credit card** Bank transfer VISA  AM EX DISCOVER

Card number

MM / YY CVC ⓘ ZIP code

[Store Details](#)

[Cancel](#)

Credit card **Bank transfer** VISA  AM EX DISCOVER

Routing number ⓘ

Account number ⓘ Repeat account number

Account purpose

Personal  Business

Full name of the account holder

[Store Details](#)

[Cancel](#)

# How to sign up for, or transition to, Servant Keeper Giving

## Step 4d: Set up scheduled gift:

You will see a screen like below. Enter a \$ amount into one or more Funds and click the **GIVE NOW** button.

Farmington Community Church

For the Sake of the World

General Fund

Care & Share

**\$100.00**

Set up scheduled gift

**GIVE NOW**

[← Back to giving card](#)

### Gift Summary

|              |                |
|--------------|----------------|
| Care & Share | \$25.00        |
| Fees         | \$0.76         |
| <hr/>        |                |
| Total        | <b>\$25.76</b> |

Login

Username is required

Forgot password?

Login

Cancel

Billing Information

Payment Method

Enter your Email and Password to Login.

Enter your Gift Frequency: **Weekly**, **Semi-Monthly**, **Monthly**, or **Yearly**. Enter the Next (Start) Date and an End Date (optional). Then click the **Next** button

Gift Frequency

One time gift  Schedule a gift

WEEKLY  SEMI-MONTHLY  MONTHLY  YEARLY

Every 2 weeks on Wednesday

Next Gift Date

End Date (optional)

Verify that the Billing Information and Payment Method are correct and indicate if you will cover the processing fees. You can add an optional Note if desired.

# How to sign up for, or transition to, Servant Keeper Giving

## Billing Information

Freeman Fessler  
585-576-7602  
FDfessler@gmail.com

Review the entire page and click the **SAVE SCHEDULED GIFT** button when done.

## Payment Method

Choose saved payment type

Payment Method

+ Add Payment Method

Cover processing fees (\$1.42)

Gift Note

**SAVE SCHEDULED GIFT**