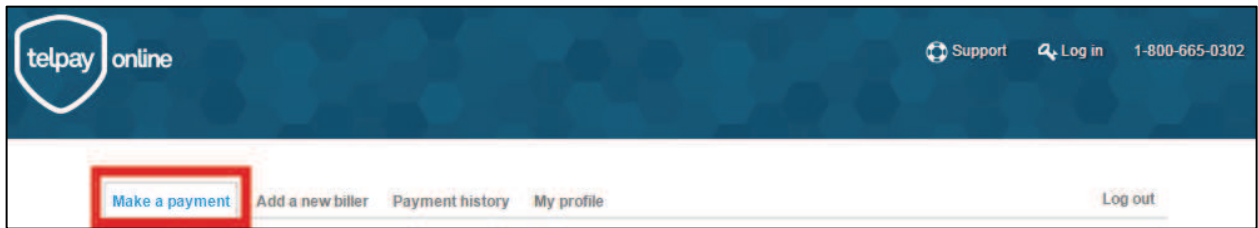
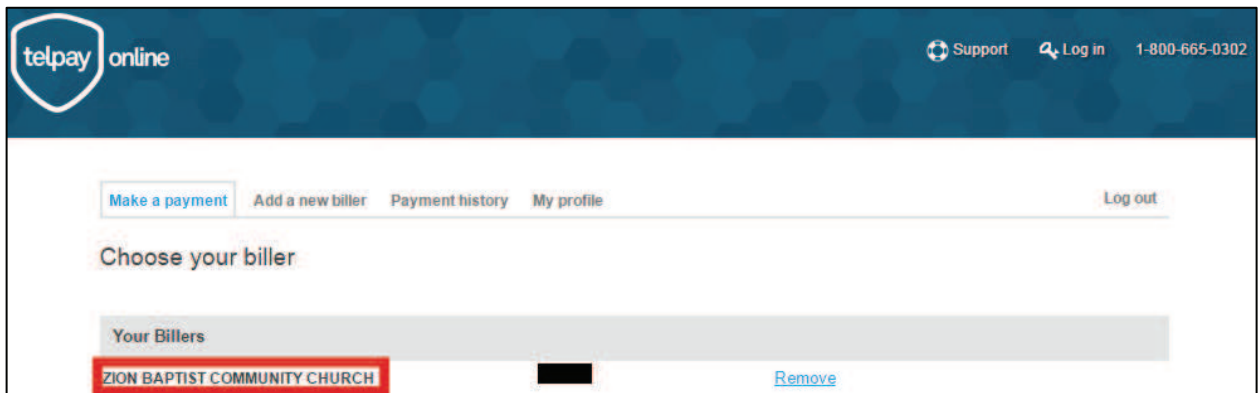


## Issuing a Payment to ZBCC

1. To issue the actual payment to ZBCC, log in and click on “Make a payment”:



2. You will now see Zion Baptist Community church listed under “Your Billers”. Click on it:



3. Enter the following information for your donation:
  - a. **Invoice Date:** This is optional and does not affect your payment in any way. If left blank, this will default to today’s date.
  - b. **Invoice #:** Enter the following text to designate your donation:
    - i. General: Donations to the general ZBCC budget.
    - ii. Capital Campaign: Donations to the Capital Campaign (building) fund.
    - iii. Missions Trip: Donations to an active missions trip. Please be specific here. E.g Romania Missions Trip

*To add multiple designations to a single payment, click the “+Invoice” link to the right of the “Amount \$” column.*

- c. **Invoice Amount \$:** Enter the amount you wish to donate for the designation identified in the Invoice # field. Note that you need to include the decimal place and two digits after the decimal when entering the amount.
- d. **Payment Date:** Enter the date you wish to transfer the funds. The payment date is automatically populated but you may choose any future date you wish. Note however that it may take up to four days for the payment to be processed and received by ZBCC.

### Single Designation Example:

Below is an example of a donation where money is being given to only one fund (in this case, the General fund).

The screenshot shows the telpay online payment interface. At the top, there is a dark blue header with the telpay logo and the word "online" on the left, and "Support", "Log in", and "1-800-665-0302" on the right. Below the header, there is a navigation bar with "Make a payment" on the left and "Log out" on the right. The main content area starts with the text "You are entering payment information for:" followed by "ZION BAPTIST COMMUNITY CHURCH 0036". Below this is a section titled "Payment Information". Under "1. Enter invoice and amount", there are three input fields: "Date" with the value "2016-04-01", "Invoice #" with the value "GENERAL", and "Amount \$" with the value "100.00". Each of these three fields is highlighted with a red box. To the right of the "Amount \$" field is a "remove" link. Below these fields are empty input boxes for "YYYY-MM-DD", "Invoice #", and "Amount \$", with a "+Invoice" link to the right. Below the input fields is a "Total \$" field with the value "100.00". Below the "Total \$" field is an information icon and the text "The daily limit for payments to this biller is \$2,500." Under "2. Payment date", there is an input field with the value "2016-04-01", which is also highlighted with a red box. Below this field is an information icon and the text "Telpay will debit your bank account on the date selected above. Please allow 4 business days for your payment to be processed and sent to your biller." At the bottom of the form are two buttons: "Next" and "Cancel", both highlighted with red boxes.

## Multiple Designation Example:

Below is an example of a donation where money is being given to multiple funds. This is more efficient than processing three payments and only incurs a single processing fee of \$0.50. Note that the Total \$ amount (in this case \$450.00) automatically updates as additional invoice lines are entered.

The screenshot shows the TelPay online payment interface. At the top, there is a header with the TelPay logo and "online" text, along with links for "Support", "Log in", and the phone number "1-800-665-0302". Below the header, there is a "Make a payment" button and a "Log out" link. The main content area displays "You are entering payment information for: ZION BAPTIST COMMUNITY CHURCH 0036". A section titled "Payment Information" contains a step "1. Enter invoice and amount". This step features a table with three columns: "Date", "Invoice #", and "Amount \$". The table contains three rows of data, each with a "Remove" link to its right. Below the table, there is a form for entering a new invoice line with fields for "Date" (format YYYY-MM-DD), "Amount \$", and a "+Invoice" button. The "Total \$" field shows "450.00". A message below the table states: "The daily limit for payments to this biller is \$2,500." The second step, "2. Payment date", shows a date field with "2016-04-01" selected. A message below the date field states: "TelPay will debit your bank account on the date selected above. Please allow 4 business days for your payment to be processed and sent to your biller." At the bottom, there are two buttons: "Next" and "Cancel".

Date	Invoice #	Amount \$	
2016-04-01	GENERAL	100.00	Remove
2016-04-01	CAPITAL CAMPAIGN	200.00	Remove
2016-04-01	ROMANIA MISSIONS TRIP	150.00	Remove

YYYY-MM-DD   0.00 +Invoice

Total \$ 450.00

The daily limit for payments to this biller is \$2,500.

2. Payment date 2016-04-01

TelPay will debit your bank account on the date selected above.  
Please allow 4 business days for your payment to be processed and sent to your biller.

Next Cancel

4. Click "Next".
5. Click "Accept" to confirm the payment.
6. You are now on a confirmation screen. You may print this screen for your personal records.
7. A confirmation email will be sent to you. Processing of payments can take up to 4 business days.

## ZBCC Record Keeping

ZBCC will receive confirmation of your contribution along with a summary of the amount paid. This information will include your envelope number and the corresponding designation for each amount as entered when you processed the payment. ZBCC will use that information to enter your donation into our record keeping systems. This includes our system for accounting purposes and our system for tax receipts.

We encourage individuals to keep a record of what was given through TelPay in the event there are any discrepancies with their tax receipt for the year.