

Auto-Debit Instructions

- 1) Go to REALM by clicking the REALM button on the top-right of the UUCA website homepage.
- 2) Log on to REALM (If you have not created your login for REALM, please contact Tish so that she can resend you an invitation.)
- 3) Select Giving from the left-side menu.
- 4) Click the blue GIVE button.
- 5) Enter the amount that you want auto-debited each time (EXAMPLE: If you made a commitment of \$2400 and you want to make monthly payments, the amount you would enter is \$200. If you want to make quarterly payments, the amount you would enter is \$600.)
- 6) Select "Commitment 18-19" from the drop-down menu.
- 7) Select your desired frequency from the drop-down menu.
- 8) Enter the day of the month you want this transaction to occur.
- 9) Select the start date of July 1, 2018.
- 10) Select an end date of June 30, 2019.*
- 11) Complete the billing information as you normally do. The "Account Nickname" is the way the system will refer to this payment method, so you can say "My Checking Account" or "The Orange Credit Card" or "My MasterCard" or whatever you want.
- 12) CLICK THE **GIVE** BUTTON AT THE **BOTTOM** OF THE PAGE to save this transaction!!!

*This means that you will have to change this end date every fiscal year. We need to track your giving by fiscal year so your tax statements and our budgeting come out properly. If you choose "Until I cancel" your payments will forever be credited to your 18-19 Commitment. With MY INFO we could make this change in the office (which we did) but REALM gives more control to you and less to UUCA, which is deemed safer for the consumer.

*FYI, each **credit card** transaction costs UUCA 3% of your contribution amount. You can offset this by also including 3% to the "Donation to offset CC fee."*

Any questions? [Contact Tish/254-6001x200](#)