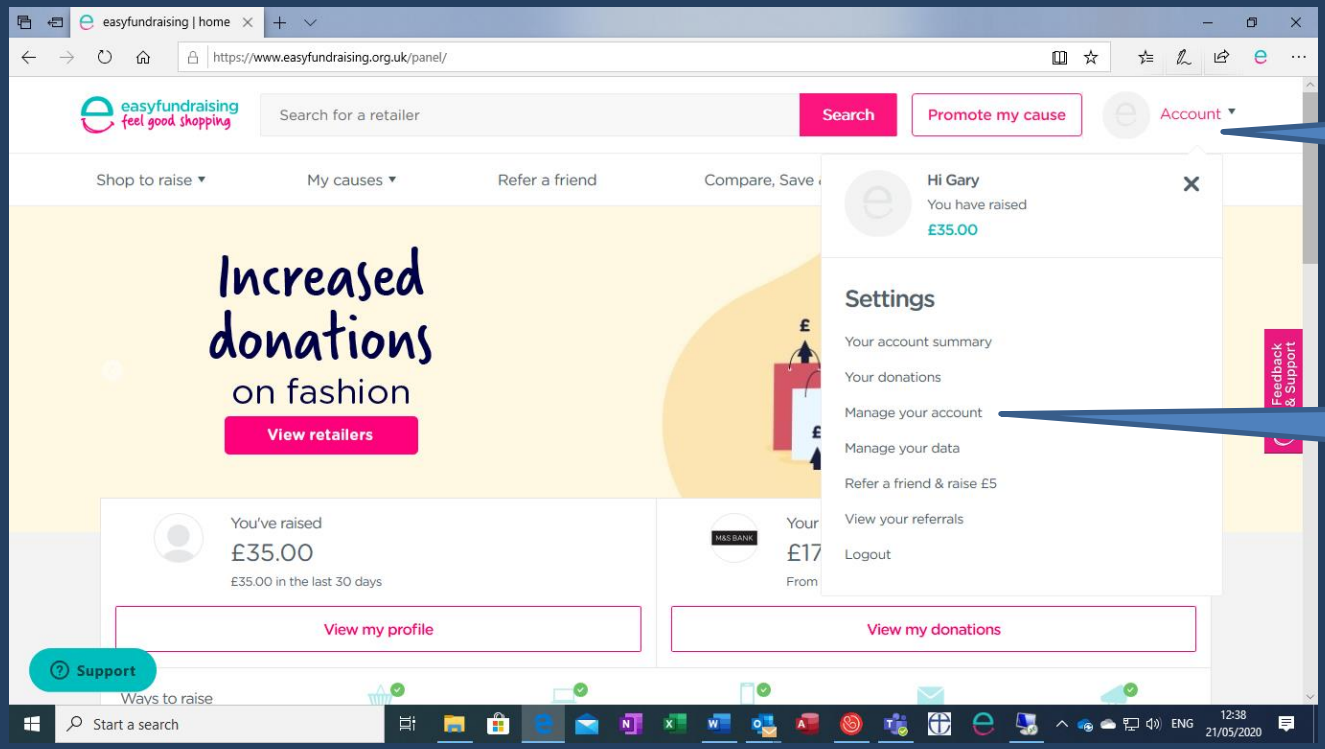
STEP BY STEP GUIDE – Adding Cause information and Enabling Gift Aid

Once you've created your account you should login and check your account settings :

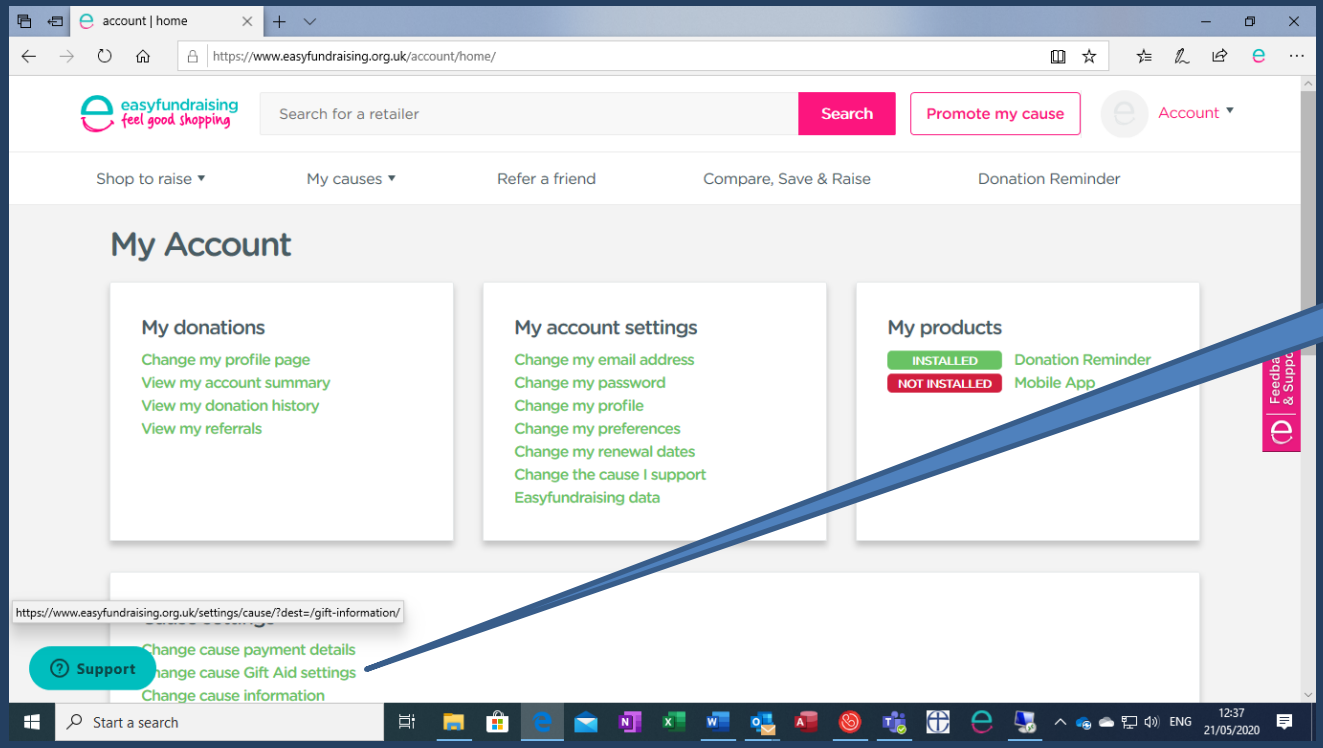
IMPORTANT NOTE – For churches who have opted to receive payments by BACS, you may be prompted to validate your account by providing Photo ID. This is a security measure to ensure that the nominated bank account is genuine and is linked with your cause. The Photo ID should belong to a PCC trustee/treasurer who is an authorised signatory on the nominated bank account. (Donations can still be received but payment may be delayed until validation has been completed).

- **ONLINE DONATIONS – GIFT AID DECLARATIONS**

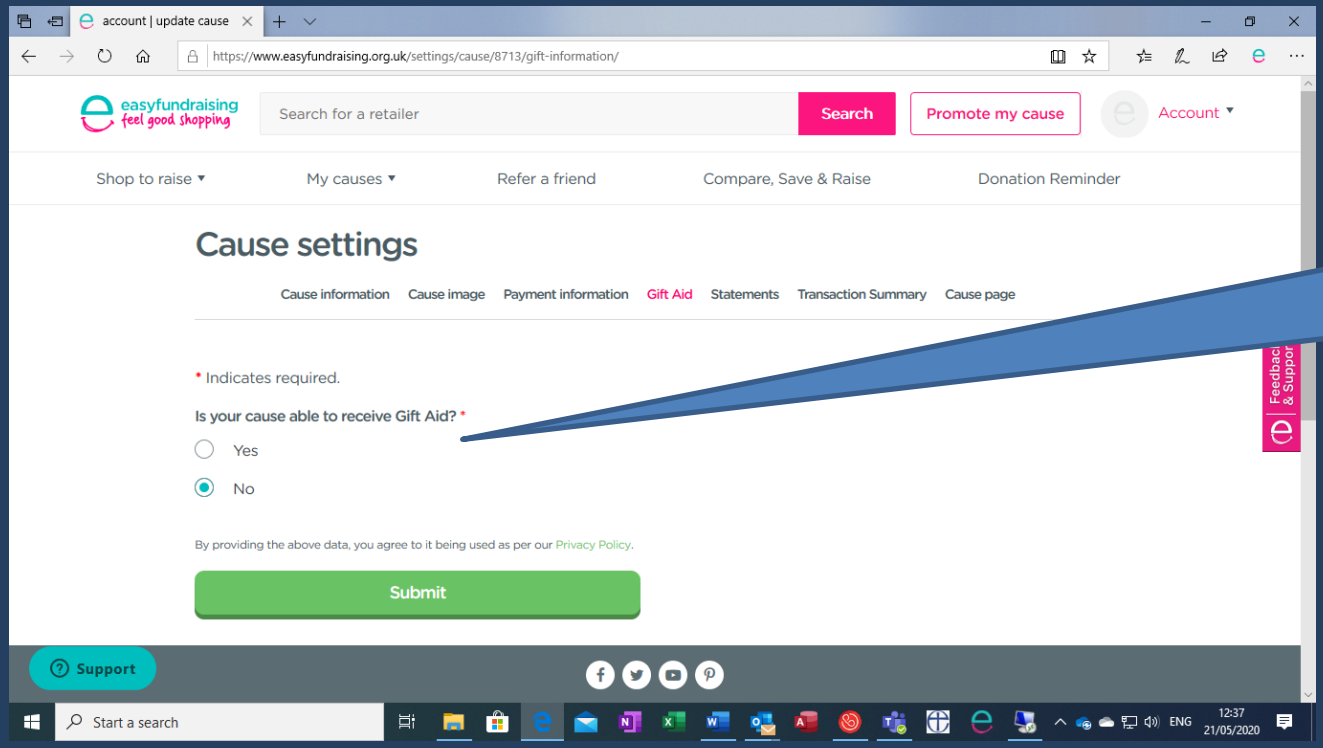


Hold your cursor over the Account drop down menu

Click "Manage your account"



Click “Change cause Gift Aid settings”

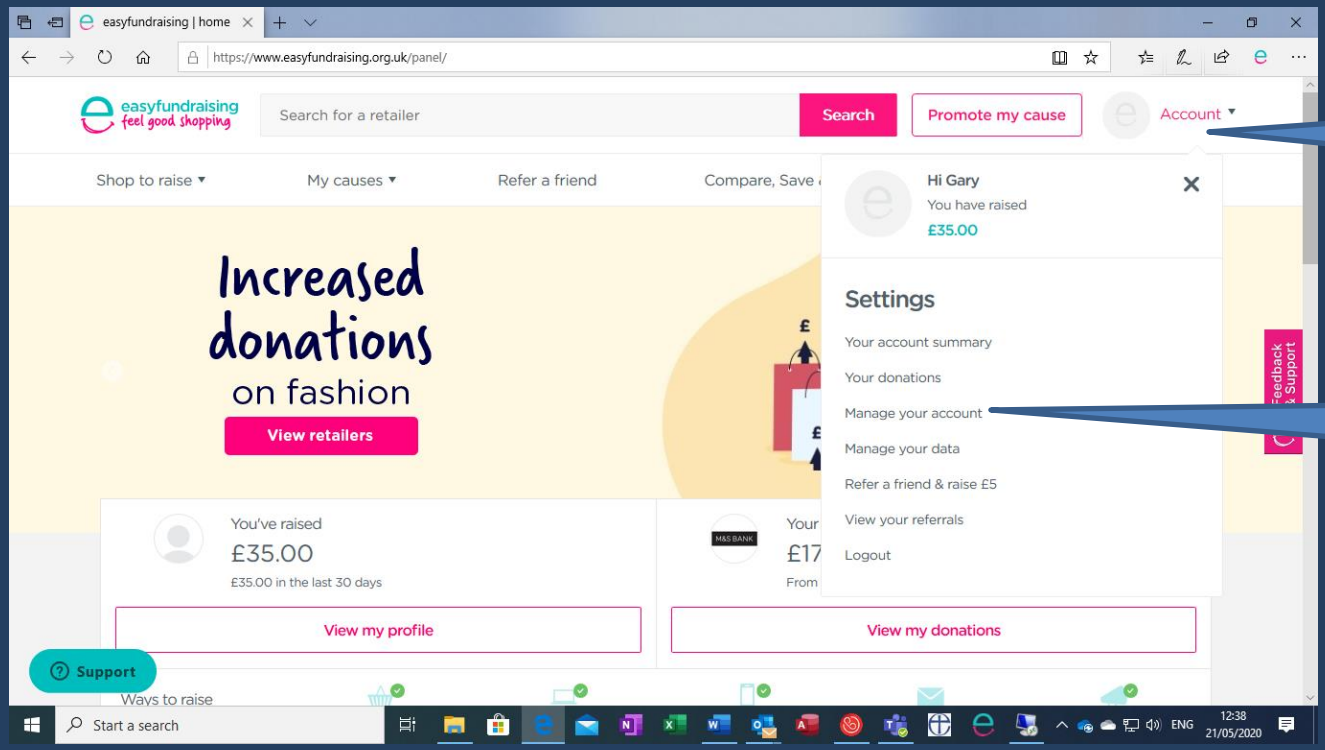


Set to “Yes”.

You will be prompted to enter your HMRC Gift Aid Reference number (this starts with 1 or 2 letters followed by up to 5 numbers)

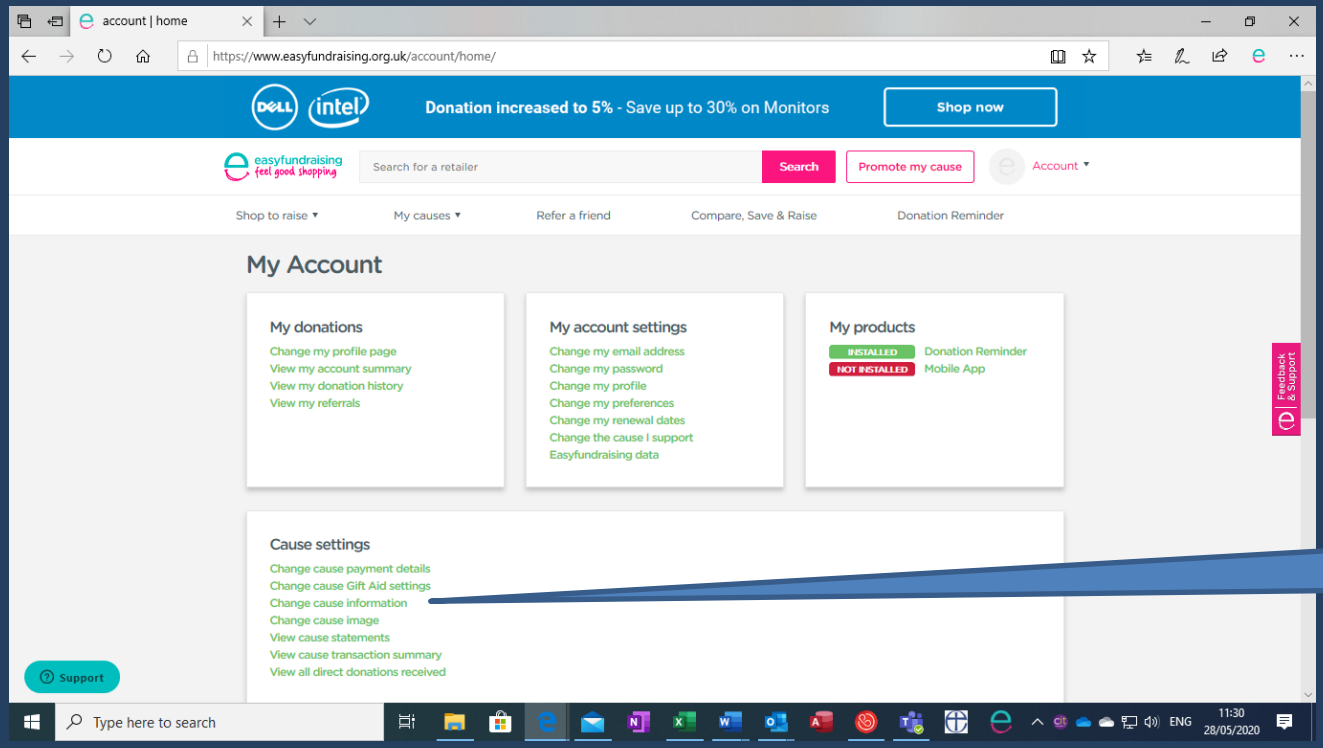
Then click the “Submit” button.

ADDING INFORMATION ABOUT YOUR CHURCH

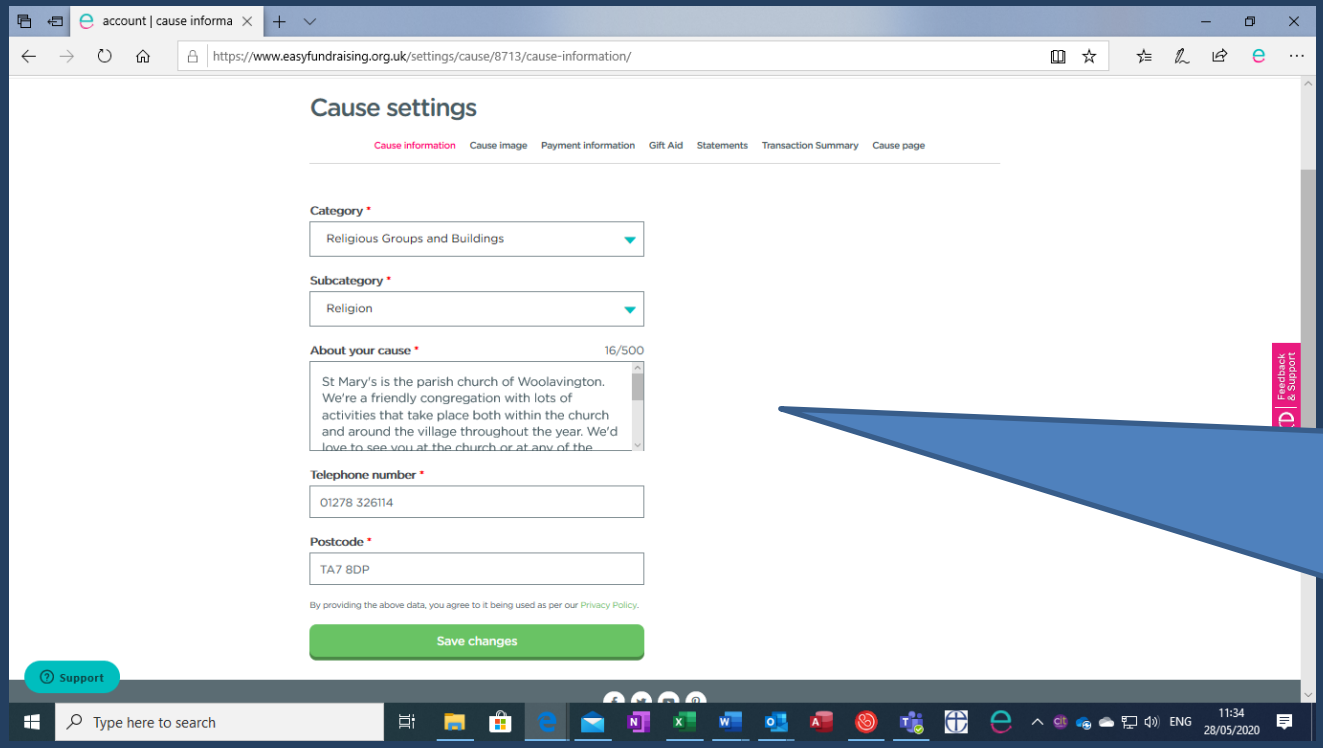


Hold your cursor over the Account drop down menu

Click “Manage your account”



Click “Change Cause Information”



Set **Category** as “Religious Groups and Buildings”

Set **Subcategory** as “Religion”

In **About your cause** write a brief description about your church.

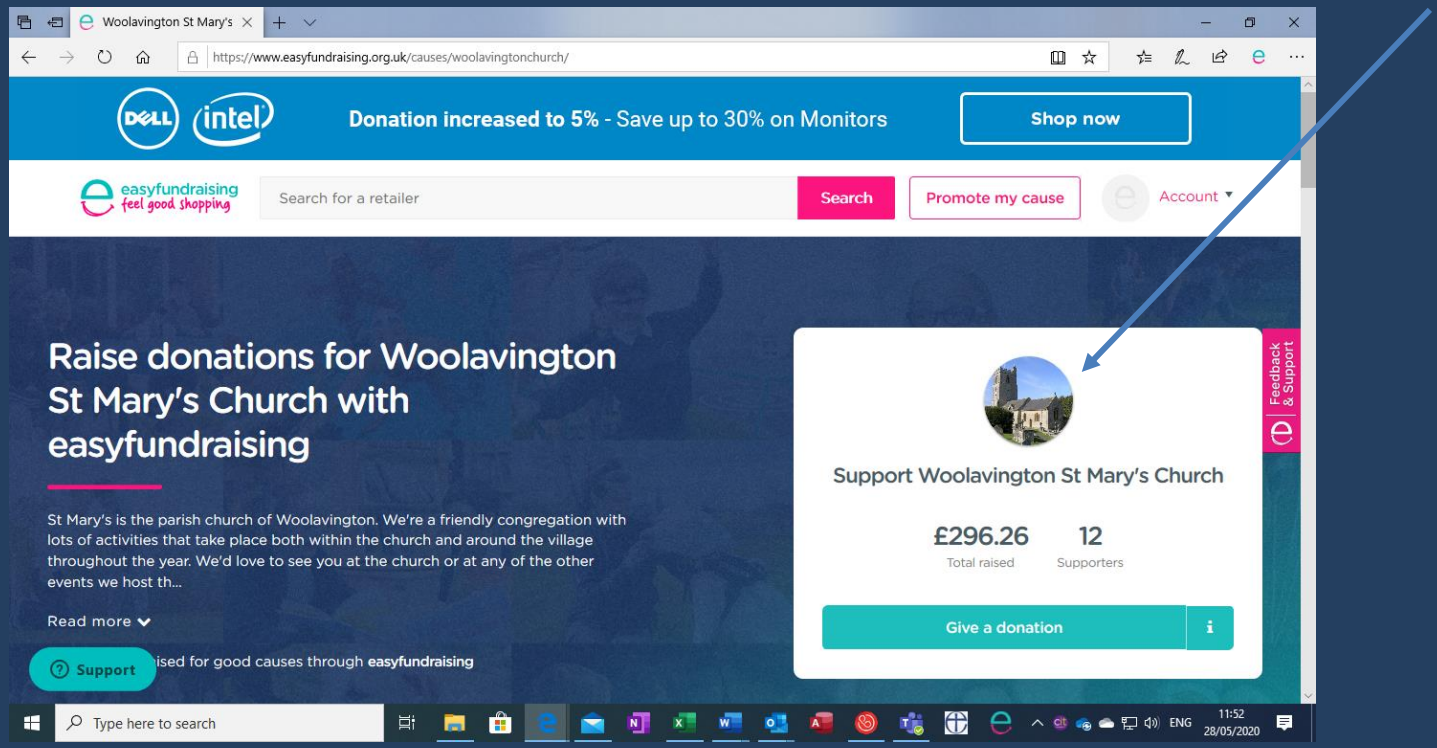
Provide a contact **telephone number** in case the easyfundraising team need to contact you.

Provide the **postcode** of the church.

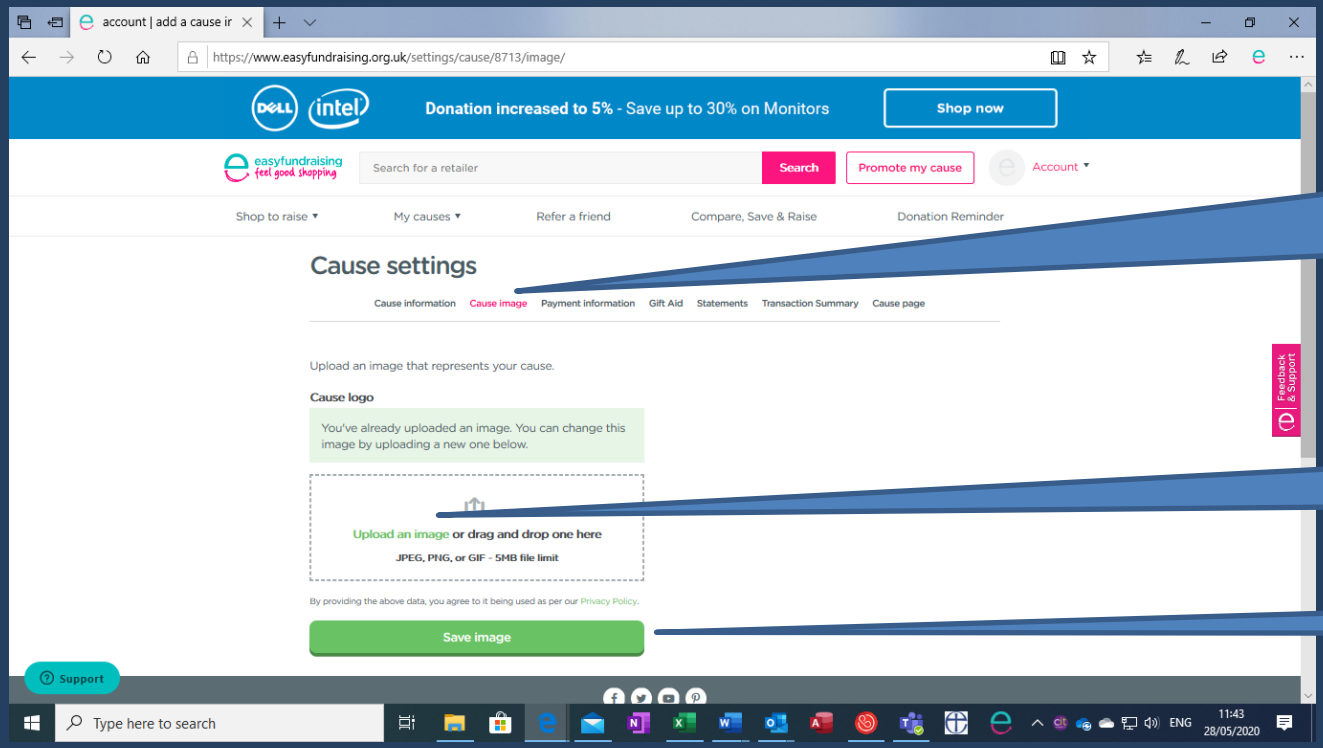
Click “Save Changes”

ADD AN IMAGE OF YOUR CHURCH

When adding an image of your church (a photo or logo), the image will be displayed in a bubble on your cause landing page as below :



TO ADD AN IMAGE/LOGO :



Click “Cause Image”

(to access this menu hover your mouse over the “Account” drop down menu and select “Manage

Click “Upload an image” and select your image file from your pc

Click “Save Image”