

Evangelical Chinese Church of Seattle

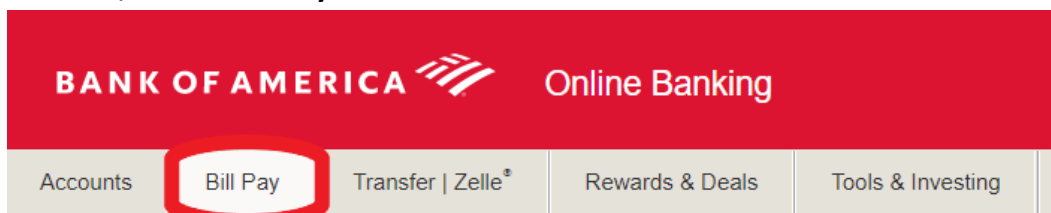
Online Contribution Instructions for Bank of America



The instructions below show how to contribute to Evangelical Chinese Church of Seattle through online banking. Please keep in mind that the financial institution can change the user interface, and the example below is for illustration purposes only.

Setting up ECC as a payee

1. Go to the website of your financial institution, and log into your personal bank account. Then, select "Bill Pay."



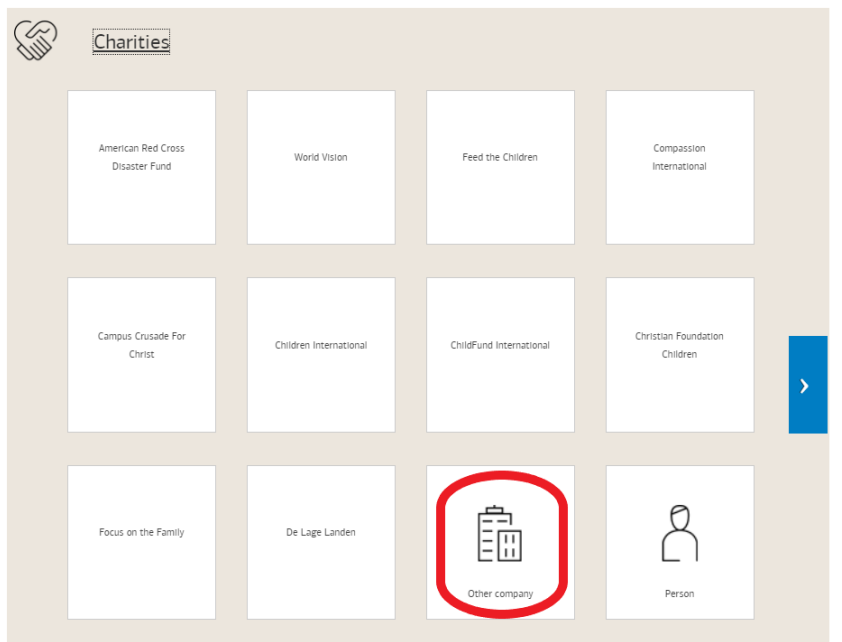
Payment Center

[Add a Company or Person](#)

2. Select "Add a Company or Person"

A screenshot of the "Add a company or person" screen in the Bank of America online banking interface. At the top, there's a header "Add a company or person" with a close button. Below the header are two tabs: "Company" and "Person". Under the "Company" tab, there's a search bar labeled "Search Our Network" with the placeholder text "Enter the name of any company or person in the U.S." and a magnifying glass icon. To the right of the search bar, there's a note: "If a company can't be paid electronically, we'll mail a paper check for you." Below the search bar, there are five horizontal bars representing different categories of payees: "Utilities" (with a wrench icon), "Phone" (with a phone icon), "Insurance" (with a shield icon), "Credit cards" (with a credit card icon), and "Store cards" (with a store card icon).

3. Scroll down to select “Charities,” and then select “Other Company.”



4. Enter the following before clicking on the “Add” button.

- Under Company Name, enter “ECC of Seattle.”
- For the Account Number, enter your name as shown on your check.
- Enter ECC’s Address: 651 NW 81st Street, Seattle, WA 98117
- Phone Number: 206-789-6380

Add a company or person ×

Company Person

 Other company

Company Name
ECC of Seattle

Account Number
John Doe

Nickname (Optional)

Address Line 1
651 NW 81st Street

Address Line 2 (Optional)

City
Seattle

State
State ▼

ZIP Code
98117 -

Phone Number
206 789 - 6380

Mobile Number (Optional)
 -

Email Address (Optional)

Add Cancel

5. Now you are set up for Online Offerings with “Request eBills” as shown below.

Request eBills

Last Payment: [REDACTED]

Activity Reminders AutoPay eBills

 ECC of Seattle
[REDACTED]
[Details](#)

Amount \$ [REDACTED]

Deliver By [REDACTED] 

Earliest Payment Date: 03/27/2020

[Add Memo/Note](#)

Last Payment: None in 6 months
Next Scheduled Payment: [REDACTED]

Activity Reminders AutoPay

☒ Always show **Make Payments**

Make Payments

6. Next, fill in the donation information before selecting “Make Payments.”

- For “Amount,” enter the donation amount.
- Select “Delivery By” date. Note that the payment date may be later when the eBill is initially set up.
- Select the date by clicking on the Calendar icon next to the “Deliver By” box.
- Click on “Add Memo/Note” and in “Memo Printed on Check,” enter the designation for your offering. For example, General Fund, Missions Fund, Samaritan Fund, Building Fund, etc.

Request eBills

Last Payment: [REDACTED]

Activity Reminders AutoPay eBills

 ECC of Seattle
[REDACTED]
[Details](#)

Amount \$ 100.00

Deliver By 03/27/2020 

Earliest Payment Date: 03/27/2020

[Add Memo/Note](#)

Memo Printed on Check (Optional)

General Fund

20 characters remaining

Note to Self (Optional)

[REDACTED]

Last Payment: None in 6 months
Next Scheduled Payment: 3-27 [REDACTED]

Activity Reminders AutoPay

☒ Always show **Make Payments**

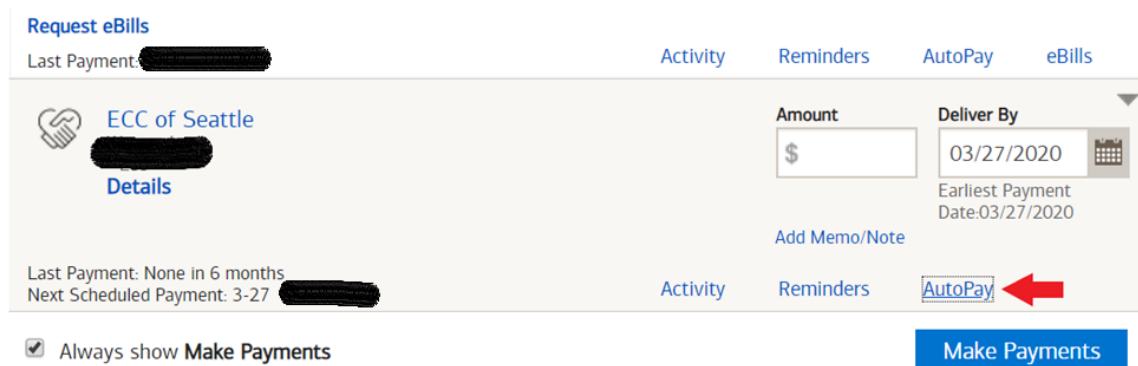
Total: \$100.00
1 Payment

Make Payments

Automatic Payment

1. Your online bank may have the option to make automatic recurring payments. The following steps may vary significantly between banks.

First, find the option to set up automatic payments.



Request eBills

Last Payment: [REDACTED]

Activity Reminders **AutoPay** eBills

 **ECC of Seattle**
[REDACTED]
[Details](#)

Amount: \$ [REDACTED] Deliver By: 03/27/2020
Earliest Payment Date: 03/27/2020

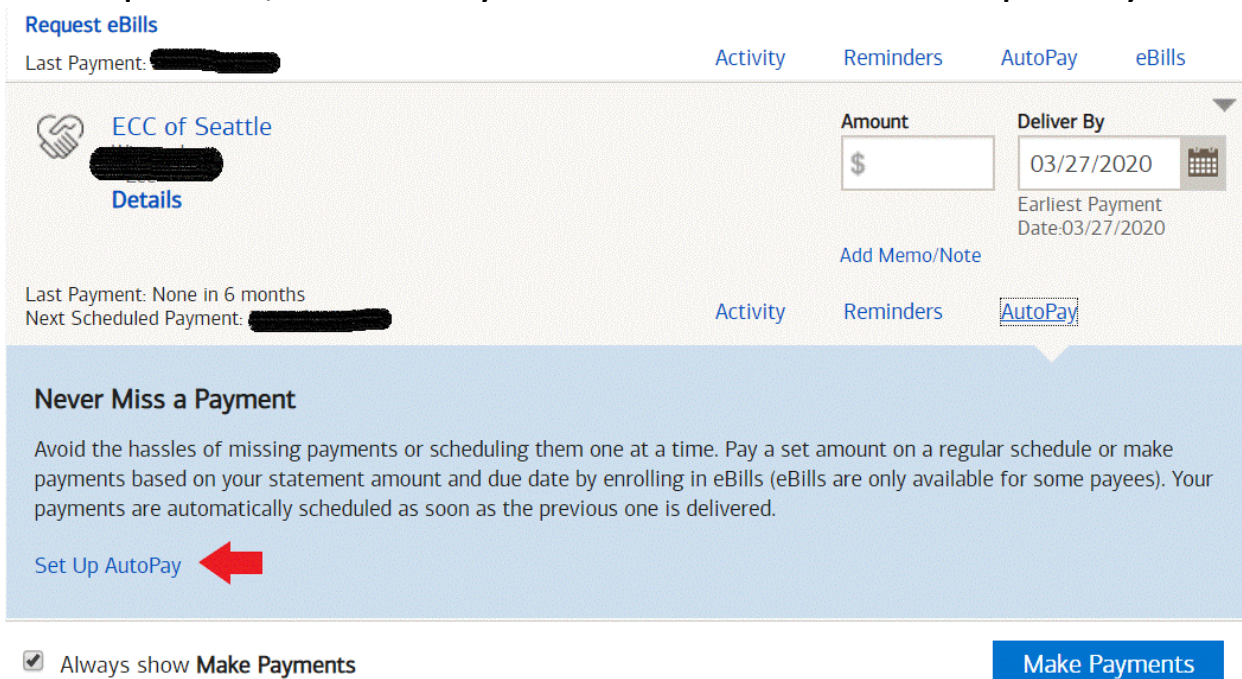
Add Memo/Note

Last Payment: None in 6 months
Next Scheduled Payment: 3-27 [REDACTED]

Activity Reminders **AutoPay** ←

☒ Always show **Make Payments** **Make Payments**

2. From Request eBills, select “AutoPay” at the bottom and then select “Set Up AutoPay.”



Request eBills

Last Payment: [REDACTED]

Activity Reminders **AutoPay** eBills

 **ECC of Seattle**
[REDACTED]
[Details](#)

Amount: \$ [REDACTED] Deliver By: 03/27/2020
Earliest Payment Date: 03/27/2020

Add Memo/Note

Last Payment: None in 6 months
Next Scheduled Payment: [REDACTED]

Activity Reminders **AutoPay**

Never Miss a Payment

Avoid the hassles of missing payments or scheduling them one at a time. Pay a set amount on a regular schedule or make payments based on your statement amount and due date by enrolling in eBills (eBills are only available for some payees). Your payments are automatically scheduled as soon as the previous one is delivered.

[Set Up AutoPay](#) ←

☒ Always show **Make Payments** **Make Payments**

3. Next, enter the information below before selecting “Start Sending Payment.”

- Amount
- Memo
- First Delivery Date
- Frequency
- Duration

Once done, confirm, and now the automatic payment is successfully set up.

Manage AutoPay for ECC of Seattle

Pay From

CLASSIC INTEREST CHECKING

Available Balance:

Earliest Payment Date: 03/27/2020

Amount

\$

Memo

First Delivery Date (MM/DD/YY)

03/27/2020

Payments that fall on a weekend or holiday, will be changed to previous business day.

Frequency

About Frequencies

Select a frequency

Duration

Select a Duration

Email Notifications

Email Address

☐ Email me when my payment is scheduled

☐ Email me when the payment has been sent

☐ Email me before sending the last payment

Start Sending Payments

Cancel