

Evangelical Chinese Church of Seattle

Online Contribution Instructions for Boeing Employees Credit Union



The instructions below show how to make contributions to the 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.

(This tutorial is using the Google Chrome browser. You might have a different experience depending on your browser choice and preference settings.)

Online Bank Access

1. Log into your personal bank account on becu.org.

The landing page should show the following selections:

2. Click on the **Payments** tab.

A horizontal navigation menu with a light gray background. It contains several links: "Money Manager", "BECU Accounts & Loans", "Online Deposits", "Transfers", "Payments" (highlighted in red), "Account Services", and "Alerts".

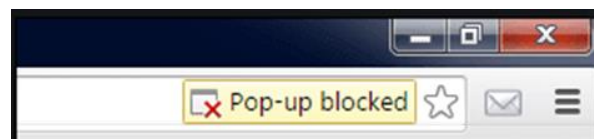
Money Manager | BECU Accounts & Loans | Online Deposits | Transfers | **Payments** | Account Services | Alerts

3. Click on the **Bill Payment** tab.

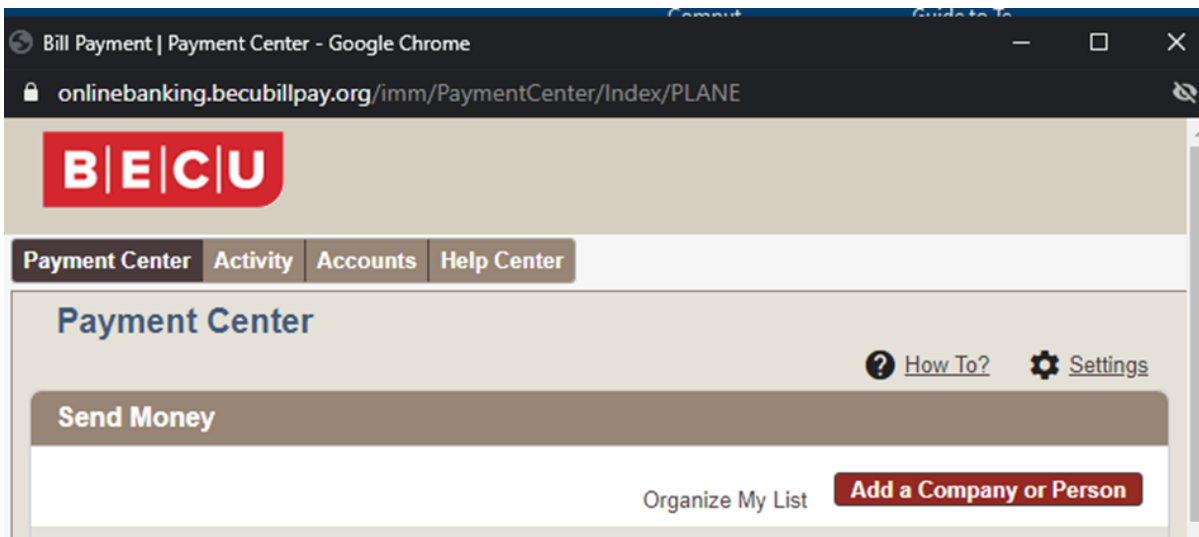
Bill Payment Login



If nothing shows up, it probably means you have a pop-up blocker on. You will need to disable it by clicking "Pop-up blocked" in the address bar to permit pop-ups by becu.org.



Normally, the following "Payment Center" screen will appear when you click on Bill Payment:

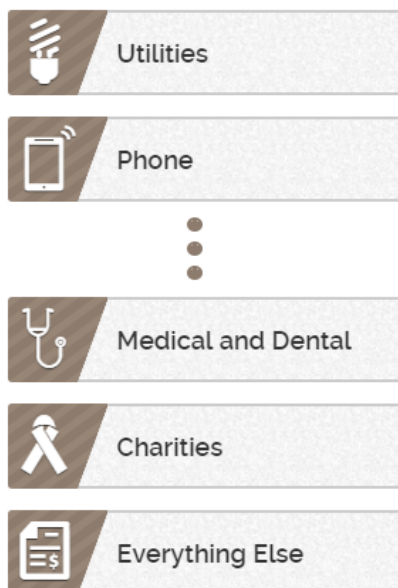


Set up Payee

- Click on the **Add a Company or Person** button.
- Choose **Company** from the pop-up.



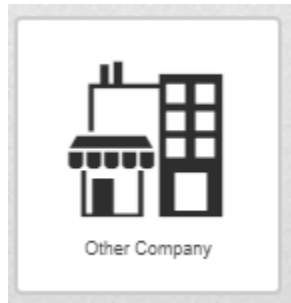
A list of categories will be presented:



6. Select the **Charities box.**

Inside the “Charities” page, a list a popular charity organizations – such as American Red Cross, World Vision, etc. – will be presented. ECC will not be on the list.

7. Click on the **Other Company box.**



8. Fill in the information as follows:

- For “Company Name,” enter **“EVANGELICAL CHINESE CHURCH OF SEATTLE”** or **“EVANGELICAL CHINESE CHURCH”** or **“ECC OF SEATTLE”**
(Line space might limit the entry of the full church name)
- For “Nickname” (optional), enter **“ECC of Seattle”**
- For Category, choose “Charitable Donations”
- For Account Number, put your name or something so it’ll go through
- For “Address Line 1,” enter **“651 NW 81ST ST.”**
- For “City,” enter **“SEATTLE”**
- For “State”, select **“WA”** from the drop down arrow
- For “ZIP Code,” enter **“98117”**
- For “Phone Number,” enter **“206-789-6380”**
- Leave the rest of the fields blank

Company Name

Evangelical Chinese Church

Nickname

ECC of Seattle

Category

Charitable Donations ▼

About adding categories

Account Number

Address 1

651 NW 81st Street

Address 2

City

Seattle

State

WA ▼

ZIP Code

98117 -

Phone Number

206 789 - 6380

Mobile Number (Optional)

-

Email Address (Optional)

Add

Cancel

9. Click the **Add** button.

When you return to the “Payment Center” page, you will see the new entry that was entered:

The screenshot shows the 'Payment Center' interface. At the top, there are tabs for 'Payment Center', 'Activity', 'Accounts', and 'Help Center'. Below the tabs, the 'Payment Center' title is displayed. To the right, there are links for 'How To?' and 'Settings'. A 'Send Money' button is prominently displayed. Below this, there is a section for 'Organize My List' and a red button labeled 'Add a Company or Person'. The main area shows a list of payees, with the first entry being 'Evangelical Chinese C... ECC of Seattle'. To the right of the payee list, there are fields for 'Pay From' (set to 'Joint Checking *1688'), 'Amount' (with a dollar sign), and 'Deliver By' (with a calendar icon). Below these fields, the 'Available Balance' is shown as '\$1,000,000.00'. At the bottom, there are links for 'Activity', 'Reminders', and 'AutoPay'.

You are ready to write a “check”!

Make a Payment/Donation

10. Write a “check.”

- Go to the correct payee row.
- Choose the account from which you wish to transfer the money. (For example, from Checking, Savings, Money Market, etc.)
- Enter the amount you wish to contribute.
- Select the “Deliver By” date.

Scroll down to the bottom of this page.

11. Click the **Send Money** button.

The screenshot shows the bottom of the 'Payment Center' interface. It displays a 'Total: \$1,099.00' and a red button labeled 'Send Money'.

In the following “Review Payments” screen, it will show you that the check will go to Evangelical Chinese Church, the account from which the money will be drawn, the amount, and the estimated arrival date.

12. Fill in the **Memo** box



Evangelical Chinese Church
ECC of Seattle
* Doe

Pay From Joint Checking *1688

Amount \$1,099.00

DELIVER BY

Feb 2
(Estimated)

Your check may be cashed, and the money withdrawn, before, on, or after Feb 2, 2021.

Memo
Printed on Check

Gen 600, Mssn 400, Good Sam 99

2 characters remaining

Payment Total \$1,099.00

Submit Payments Make Changes Cancel

In the “Memo” field, enter how you want the contribution to be distributed. Available categories are: General Fund, Missions Fund, Samaritan Fund, Building Fund, or special designation (earthquake/disaster relief). The distribution sum must equal the check amount.

13. Finally, click the **Submit Payments button.**

The new check will show up on the “Pending Payments” screen:

▼ Pending Payments

Sort

All Pay From Accounts ▼

ECC of Seattle

ECC

Processing

Log Out of Your Account