

Evangelical Chinese Church of Seattle

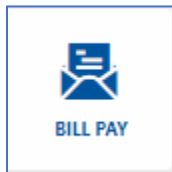
Online Contribution Instructions
for First Tech Federal Credit Union



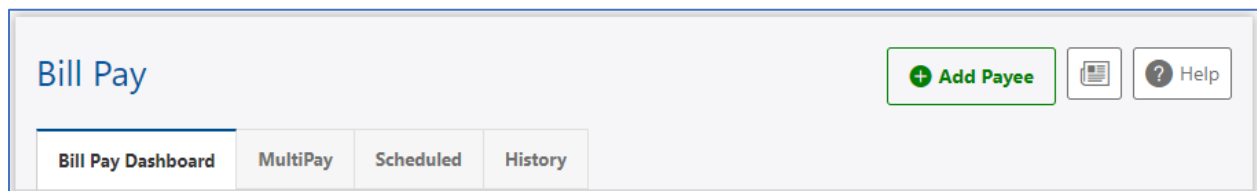
The instructions below show how to contribute to Evangelical Chinese Church of Seattle through online banking. Please keep in mind that the financial institution can change the user interface, and the example below is for illustration purposes only.

Setting up ECC as a payee

1. Go to the website of your financial institution, and log into your personal bank account. Select “BILL Pay” on the left column of icons.



2. Select “Add Payee” on the upper right.



3. Select “Business” for the Payee type and click Next.

Add a Payee

×

I am paying a...

☒ Business

☐ Person

4. Enter the following information before clicking Next.

- For “Name Of Business,” enter “ECC of Seattle.”
- For “Zip Code,” enter “98117.”
- For “Default Funding Account,” select the account for the funding.
- For “Account Number” and “Confirm Account Number,” enter your name as shown on your check.

< **Add a Payee** ×

Name Of Business

Zip Code

Default Funding Account

▼

Account Number

Confirm Account Number

5. Enter the payee information and click Next.

- For “Street Address 1,” enter “651 NW 81st Street.”
- For “Street Address 2,” leave it blank.
- For “City,” enter “Seattle.”
- For “State,” select “Washington” from the dropdown.
- For “Zip Code,” enter “98117.”
- For Phone Number,” enter “206-789-6380.”
- For “Nickname,” enter “ECC of Seattle.”

< **Add a Payee** ×

ECC of Seattle

Account number

Street Address 1

651 NW 81st Street

Street Address 2 (Optional)

Enter address 2

City

Seattle

State

Washington ▼

Zip Code

98117

Phone Number

206-789-6380

Nickname

ECC of Seattle

6. For “Verification,” complete the verification steps as instructed.

Verification Needed

Please verify your identity before completing this action.

Email

Text

Call

The code will expire in 3 minutes.

Enter code

Resend code

 or

Try another number

Cancel

Verify

7. Congratulations, ECC is set up in your Bill Pay. You can set up your contribution using Bill Pay.

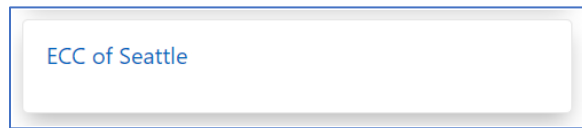
Success

New Payee added.

ECC of Seattle

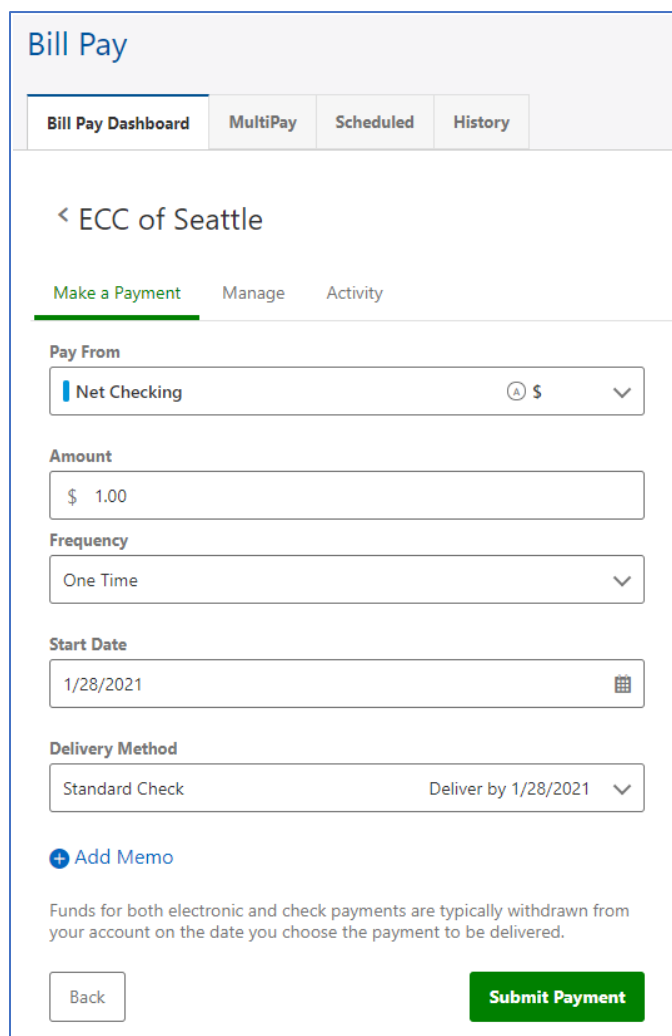
One-time Contribution

1. From the “Bill Pay” page, select “ECC of Seattle” in the My Payees list.

A screenshot of a dropdown menu showing the selection of 'ECC of Seattle' as the payee. The text 'ECC of Seattle' is displayed in blue within a white box with a light blue border.

2. To set up the payment, type in the following:

- For “Pay From,” select the funding source account.
- For “Amount,” enter the desired amount.
- For “Frequency,” select “One Time” from the dropdown list.
- For “Start Date,” enter the date you want the contribution to be withdrawn.
- For “Delivery Method,” select the appropriate one.

A screenshot of the 'Bill Pay' form for 'ECC of Seattle'. The form has tabs for 'Bill Pay Dashboard', 'MultiPay', 'Scheduled', and 'History'. The 'Bill Pay Dashboard' tab is active. Below the tabs, there are links for 'Make a Payment', 'Manage', and 'Activity'. The 'Make a Payment' link is highlighted. The form fields are: 'Pay From' (Net Checking), 'Amount' (\$ 1.00), 'Frequency' (One Time), 'Start Date' (1/28/2021), and 'Delivery Method' (Standard Check). There is a '+ Add Memo' link and a note about funds being withdrawn. At the bottom, there are 'Back' and 'Submit Payment' buttons.

3. Click “Submit Payment.” When confirmed, the one-time payment is set up.

Recurring Contributions

1. From the “Bill Pay” page, select “ECC of Seattle” in the My Payees list.

ECC of Seattle

2. To set up recurring payments, type in the following:

- For “Pay From,” select the funding source account.
- For “Amount,” enter the desired amount.
- For “Frequency,” pick an appropriate value from the dropdown list. When a selection other than “One Time” is selected, additional options for “Ending” appear.
- For “Start Date,” enter the date you want the contribution to be withdrawn.
- For “Ending,” select the appropriate ending date or “Never” for the recurring payments.
- For “Delivery Method,” select the appropriate one.

Bill Pay

Bill Pay DashboardMultiPayScheduledHistory

< ECC of Seattle

Make a PaymentManageActivity

Pay From

Net Checking Ⓐ \$ ▼

Amount

\$ Amount

Frequency

One Time ^

One Time

Weekly

Every 2 weeks

Every 4 weeks

Monthly

Every other month

Quarterly

your account on the date you choose the payment to be delivered.

Back

Submit Payment

3. Click “Submit Payment.” When confirmed, the recurring payments are set up. The “Recurring Payment” is indicated for the payee (upper right corner).

ECC of Seattle *Kong

RECURRING PAYMENT

Scheduled to be paid \$1.00 on 05 FEB 2021