

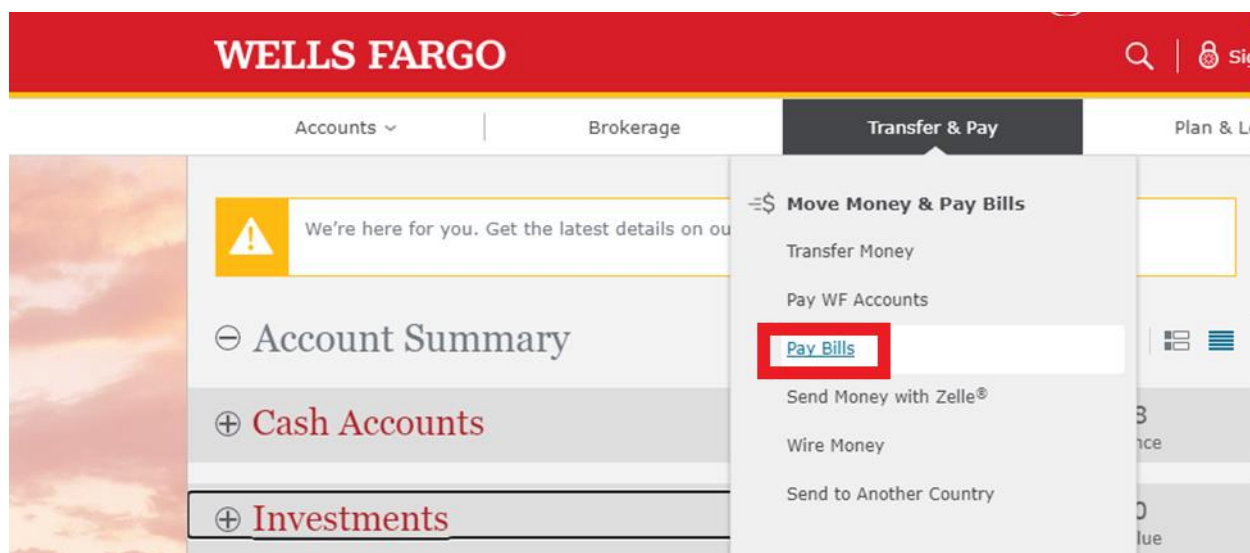
Evangelical Chinese Church of Seattle
Online Contribution Instructions for
Wells Fargo Bank



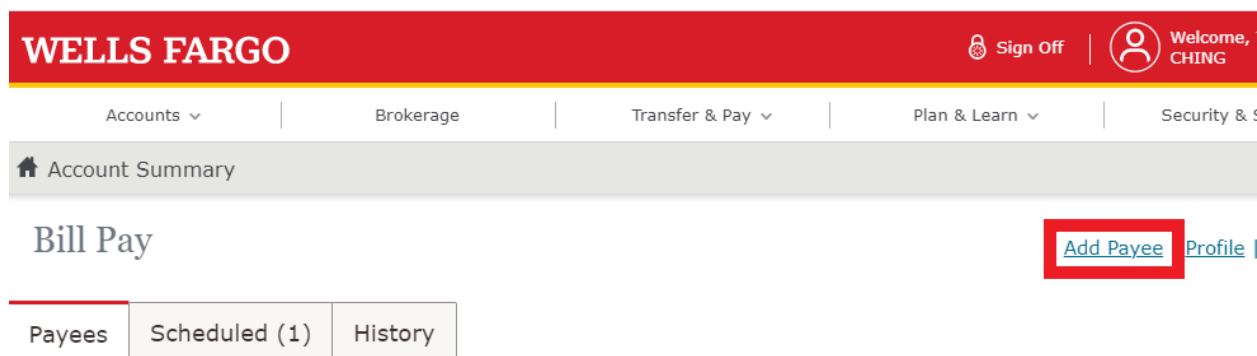
The instructions below show how to contribute to Evangelical Chinese Church of Seattle through online banking. Please keep in mind that the financial institution can change the user interface, and the example below is for illustration purposes only.

Setting up ECC as a payee

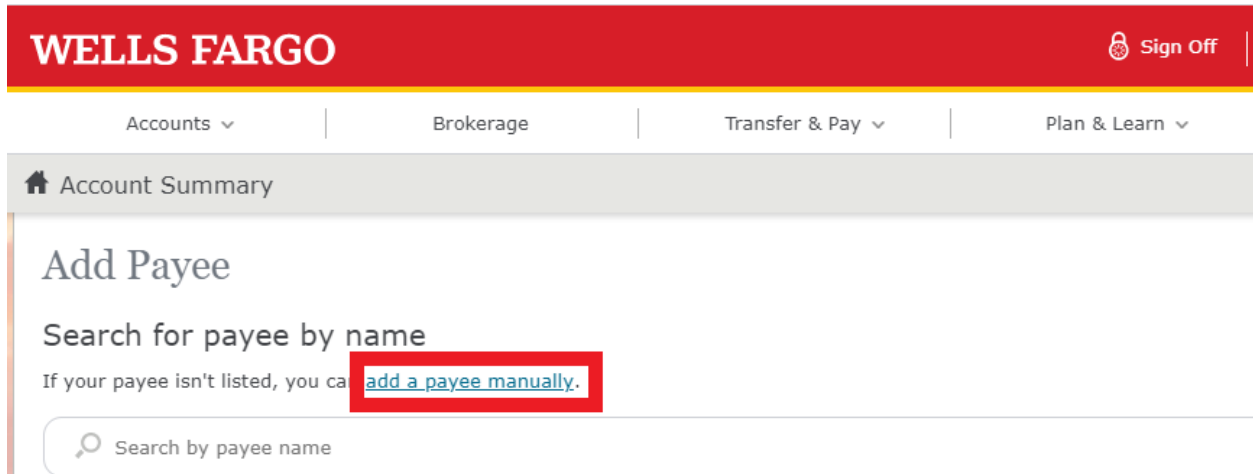
1. Go to the website of your financial institution, and log into your personal bank account. Select “Transfer & Pay” first, and then select “Pay Bills.”



2. Select “Add Payee”

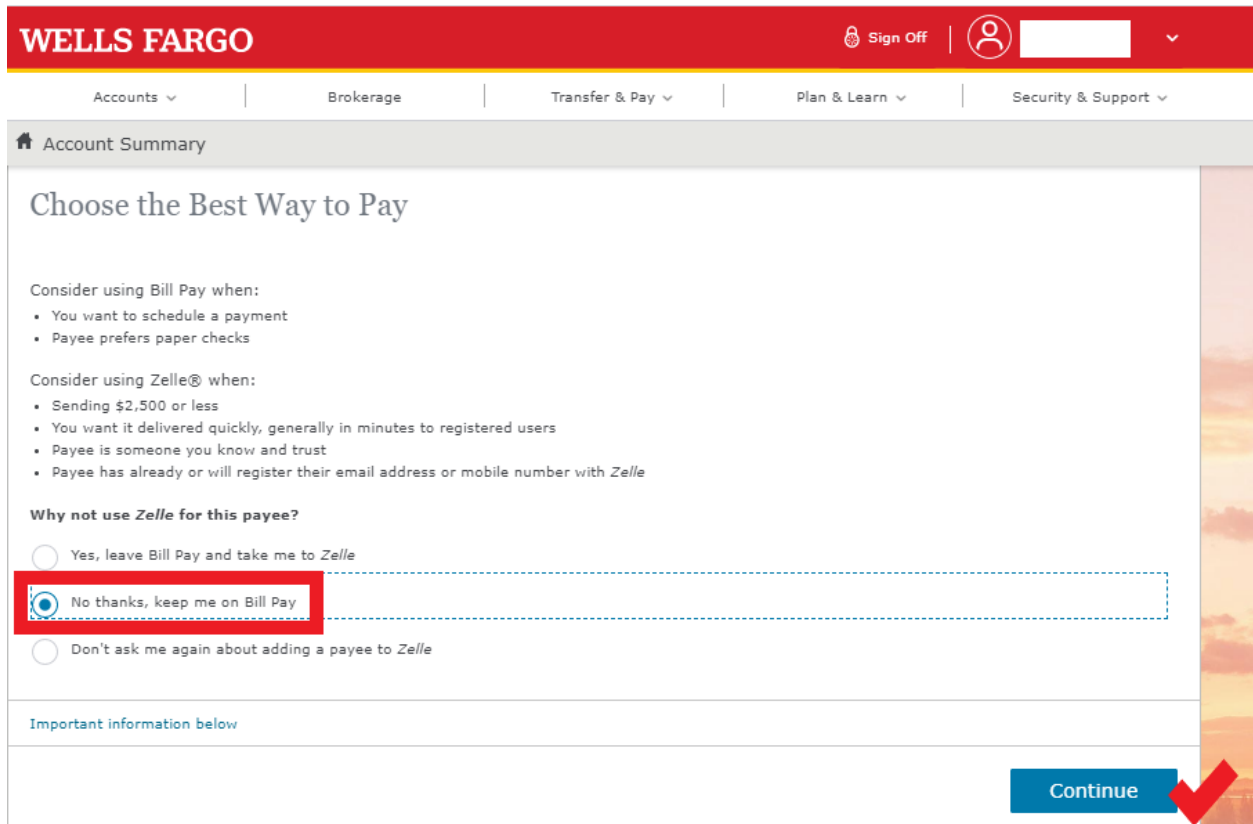


3. Select “add a payee manually.”



The screenshot shows the Wells Fargo website header with the logo and a 'Sign Off' link. Below the header is a navigation bar with links for 'Accounts', 'Brokerage', 'Transfer & Pay', and 'Plan & Learn'. The main content area is titled 'Account Summary' and features a section for 'Add Payee'. Under this section, there is a prompt to 'Search for payee by name' and a link that says 'If your payee isn't listed, you can [add a payee manually.](#)'. A red box highlights the 'add a payee manually.' link. Below the link is a search input field with the placeholder text 'Search by payee name'.

4. Select “No thanks, keep me on Bill Pay,” and then click the “Continue” button.



The screenshot shows the Wells Fargo website header with the logo, 'Sign Off' link, and a user profile icon. Below the header is a navigation bar with links for 'Accounts', 'Brokerage', 'Transfer & Pay', 'Plan & Learn', and 'Security & Support'. The main content area is titled 'Account Summary' and features a section for 'Choose the Best Way to Pay'. This section contains two lists of considerations: 'Consider using Bill Pay when:' (You want to schedule a payment, Payee prefers paper checks) and 'Consider using Zelle® when:' (Sending \$2,500 or less, You want it delivered quickly, generally in minutes to registered users, Payee is someone you know and trust, Payee has already or will register their email address or mobile number with Zelle). Below these lists is a heading 'Why not use Zelle for this payee?' followed by three radio button options: 'Yes, leave Bill Pay and take me to Zelle', 'No thanks, keep me on Bill Pay' (which is selected and highlighted with a red box), and 'Don't ask me again about adding a payee to Zelle'. At the bottom of the page, there is a 'Continue' button with a red checkmark next to it.

5. Enter the following before clicking on the “Save” button.

- **Under Payee Name, enter “ECC of Seattle.”**
- **Under Payee address, enter “651 NW 81st Street, Seattle WA 98117” and
Phone Number: “206-789-6380.”**
- **Under Account Number, enter your name as shown on your check.**
- **Under Name on Bill, enter your First name in the “First Name” field and enter
your Last name in the “Last Name” field.**
- **Under Default Payment Account, enter your checking account number.**
- **Click “Save.”**

Add Payee

Payee name

ECC of Seattle.

Payee nickname

Optional

Payee address

Enter the address where you send your payments.

Address 1

651 NW 81st Street

Address 2

Optional

City

Seattle

State

WA

ZIP code

98117

Phone number

(206) 789-6380

Account number

Enter your account number exactly how it appears on your bill.

[REDACTED]

☐ I don't have an account number for this payee.

Name on bill

To ensure your payment is processed, enter your name exactly how it appears on your bill.

First name

[REDACTED]

Last name

[REDACTED]

Default payment account

For payments to this payee.

Checking [REDACTED]



Cancel

Save



6. Now you are set up for Online Offering with “Transfer & Pay” as shown below.

Fill in the donation information before selecting “Make Payments.”

- For “Amount,” enter the donation amount.
- Select the “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 the “Continue” button.

WELLS FARGO

Sign Off | 

Accounts ▾ | Brokerage | Transfer & Pay ▾ | Plan & Learn ▾ | Security & Support

Account Summary

ECC OF SEATTLE. XXXXWang	\$ 1.00 	2/8/21 	
	\$ Enter Amount		
	\$ Enter Amount		

Deliver by 2/16/21

Cancel

Continue

7. Verify the donation information before selecting the “Pay” button. In the “Memo” text box, enter the designation for your offering. For example, General Fund, Missions Fund, Good Samaritan Fund, Building Fund, etc.

WELLS FARGO

Sign Off



Accounts

Brokerage

Transfer & Pay

Plan & Learn

Security & Support

Account Summary

Verify Payment

CHECKING ...

PAYEE 1: ECC of Seattle. XXXXWang

Name on bill

Send on

02/08/21

Deliver by

02/16/21

Payment account

Checking ...

Memo (Optional)

Use letters, numbers, or & - . ,

32 characters remaining.

Amount

\$1.00

Total

\$1.00

For important information about this transaction, [please read the notes below.](#)

Cancel

Edit

Pay