

## CBC NORTHWEST ONLINE GIVING INSTRUCTIONS

Go to: [www.cbcnorthwest.com](http://www.cbcnorthwest.com) and click **Online Giving**

- If you have already created a CBC Northwest user name in our **new member access system**, select the box [Click here](#) to login
  - Enter your user name and password to log in  
**You will use the same user name and password for ALL purposes on the CBC website – giving, registrations, and LifeGroup functions**
- You can create a new CBC Northwest user name by clicking [You can create one here](#)
  - Fill in the online form and click [Create your account](#)  
[Click here](#) fill in your user name and password, then click **Login**

### To Give:

1. Fill in the amount you are giving
2. Open the drop down menu next to your donation amount and select occurrence
3. A **Sub Fund** menu appears, select your choice
4. Select your payment method
  - a. Major credit card
  - b. eCheck (from your checking account)
5. Enter your information
6. Click **Submit**

While you can use your account immediately, it takes a day or two for the system to link your login information to our database. Once that's done, you will be able to login and view your giving history.

**REMEMBER:** You will use the **same** username and password for **ALL** purposes on the CBC website – giving, registrations, and all LifeGroup functions.