

MISSION: IMPACT

HOW TO Set Up A Pledge

- Visit the MISSION: IMPACT page on the New Community website
 - *Type* www.NCCinWexford.org/Expansion
- *Click* “Give”
- Type the total amount you would like to pledge in the “Make a Pledge” section at the top of the page
 - Note: You are not being charged this amount. This is the total you would like to pledge over two years.
- *Click* “Pledge only” on the right-hand side (**do not select “pledge and set up recurring”**)
 - You will have an opportunity to set up a one-time payment or recurring payment later, if you’d like. Please begin by just selecting “Pledge only.”
- *Click* “Next”
- You will be brought to a screen that says “Verify your mobile number”
- *Type* your cell phone number
 - Note: You will immediately receive a 6-digit security code that you will have to input to verify your phone number.
- *Click* “Send code”
- *Type* your 6-digit security code in the security code field
- *Click* “Confirm”
- You will be prompted to “Confirm your pledge.”
 - The screen will say that “You are about to pledge \$_____ to Mission: Impact Building Fund.”
 - If that number is incorrect, you may select “Change details” and edit your pledge. When amount is correct...
- *Click* “Pledge \$_____”
 - The correct amount that you typed in previously will appear here. You are not being charged this amount. This is the total you would like to pledge over two years.

Congratulations! You have submitted a pledge for the MISSION: IMPACT Campaign. Please click “Give to campaign” and/or follow our step-by-step guide entitled “MISSION: IMPACT Give” to submit a one-time, or recurring donation.

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HOW TO Give

- First, you will need to have completed the “Set Up Pledge” steps from our “Set Up Pledge” ‘how to’ document.
- Next, if you’d like to give one time (initial gift, occasional gift, or give pledge in full), please follow the instructions in the left column below.
- Or, if you’d like to set up a recurring gift (monthly...), please follow the instructions in the right column below.

Give One Time
<i>Type</i> desired amount in “Give” section
<i>Click</i> “Give one time” on the left side
<i>Click</i> “Next” at the bottom of the page
<p>Optional</p> <ul style="list-style-type: none"> • <i>Click</i> box to “add 2.2% to contribute to processing costs.” <ul style="list-style-type: none"> • This will increase your donation so that you, rather than NCC will cover PushPay’s processing costs.
<p>Select payment method by <i>clicking</i></p> <ul style="list-style-type: none"> • The card of your preference (if your card information is already uploaded to PushPay) Or • “Add new payment method” (if your desired payment information is not already uploaded)
You may need to <i>Click</i> the box that says “I authorize NCC to debit the amount..._____”
<i>Click</i> “Give \$_____” (the amount that you typed previously will show up here)
You will be directed to a thank you screen and will receive a confirmation email with receipt.
Congratulations! You have successfully given a one time financial gift to support the MISSION: IMPACT campaign. Thank you for your generosity!

OR

Set Up Recurring Auto Payment
<i>Type</i> desired amount in “Give” section
<i>Click</i> “Set up recurring gift” on the right side
<i>Click</i> frequency (Every week, every 2 weeks, every month, or 1st & 15th monthly)
<i>Click</i> pre-populated date field to select starting date (this determines when recurring auto payments will be charged).
<p><i>Click</i> dropdown menu Select MISSION: IMPACT building fund</p>
<i>Click</i> “Next” button at bottom of page
<p>Optional</p> <ul style="list-style-type: none"> • <i>Click</i> send me a reminder to renew my gift each year • <i>Click</i> box to “add 2.2% to contribute to processing costs.” <ul style="list-style-type: none"> • This will increase your donation so that you, rather than NCC will cover PushPay’s processing costs.
<p>Select payment method by <i>clicking</i></p> <ul style="list-style-type: none"> • The card of your preference (if your card information is already uploaded to PushPay) Or • “Add new payment method” (if your desired payment information is not already uploaded)
You may need to <i>Click</i> the box that says “I authorize NCC to debit the amount..._____”
<i>Click</i> “Give \$_____” (the amount that you typed previously will show up here)
<i>Click</i> “Schedule recurring gift.”
You will be directed to a thank you screen and will receive a confirmation email with receipt.
Congratulations! You have successfully set up a recurring financial gift to support the MISSION: IMPACT campaign. Thank you for your generosity!

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HOW TO Track Pledge Progress

Anytime you would like to track your pledge progress, please visit the MISSION: IMPACT page on our website, *click* “Give,” and *click* the “Pledge progress” link or log in to your PushPay account and explore the tabs including “Campaign.”