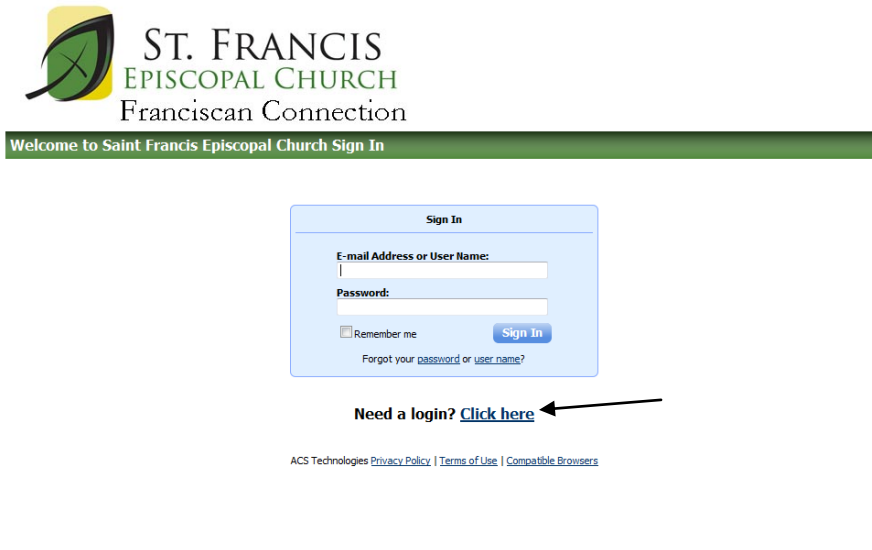


## Signing up for Franciscan Connection



- 1) Go to [www.stfrancisgreensboro.org](http://www.stfrancisgreensboro.org) and click “Franciscan Connection”



- 2) Click “Click here” next to “Need a login?” In the future, you can simply enter your email address or username, and password to login.

**Account Sign Up**

Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

E-mail Address

First Name    Last Name    Suffix  
       

Already have a login? [Click here](#)

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- 3) Insert email address (the one on file with the church), first name (formal, so Robert, not Bob, for example), and last name. Please note that the black bar in these photos is blocking a private email address, when you use these steps, your email address will appear.

If you have any issues with this step, it could be because you are not entering the same information that the church has about you (full name or email address). Please contact the church office if you are having any difficulties or are getting an error message.

**Account Sign Up**

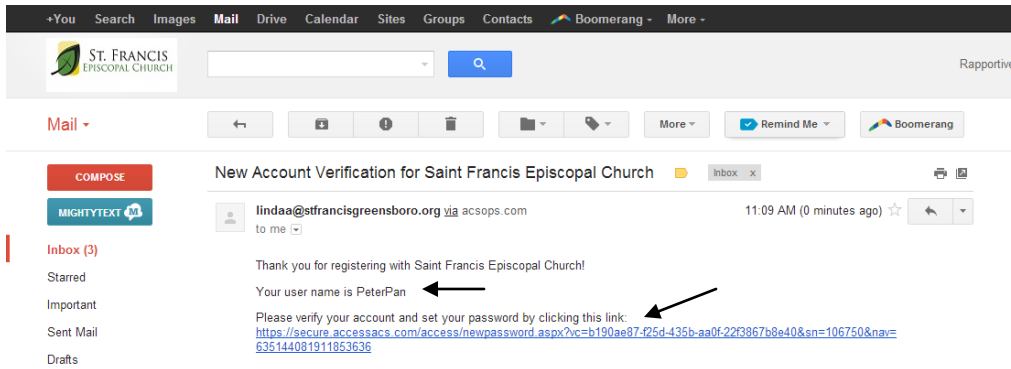
Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

Congratulations! You have successfully set up a member account. Please check your e-mail for your username and password at [REDACTED]

Already have a login? [Click here](#)

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- 4) You should then get this screen.

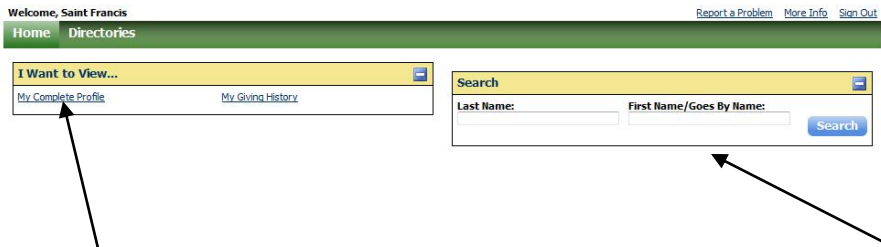


- 5) Check your email and look for an email from Linda Allgood called “New Account Verification for Saint Francis Episcopal Church.” Note your user name and then click the link to verify your account.

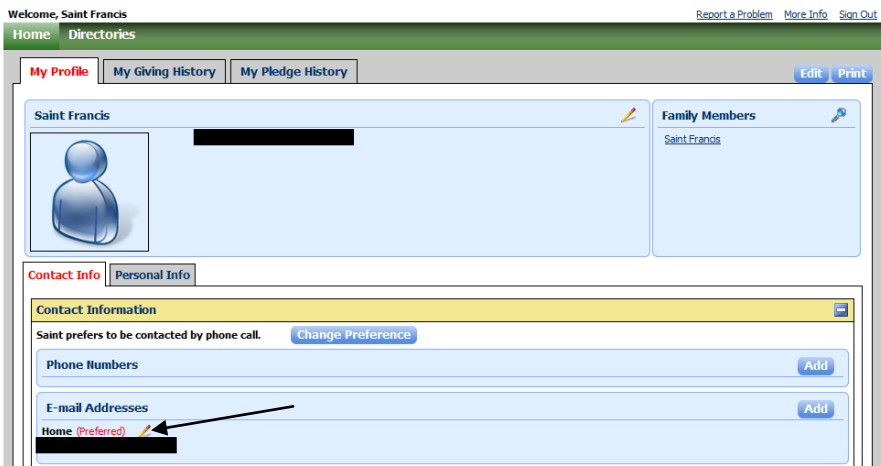


The 'Complete Account Setup' form has a light blue background. It contains three input fields: 'New Password:', 'Confirm Password:', and 'Strength:'. To the right of these fields is a section titled 'A Strong Password has:' with a bulleted list: '8-15 characters total', 'No part of username or e-mail', 'two or more numbers', and 'None of these characters: < > / ; % [space]'. Below the list is a note: 'By clicking the Change Password button you agree to the Terms of Use.' At the bottom right is a blue 'Sign In' button. Two black arrows point to the 'Sign In' button and the password requirements list. At the bottom of the page, there are links for 'ACS Technologies Privacy Policy', 'Terms of Use', and 'Compatible Browsers'.

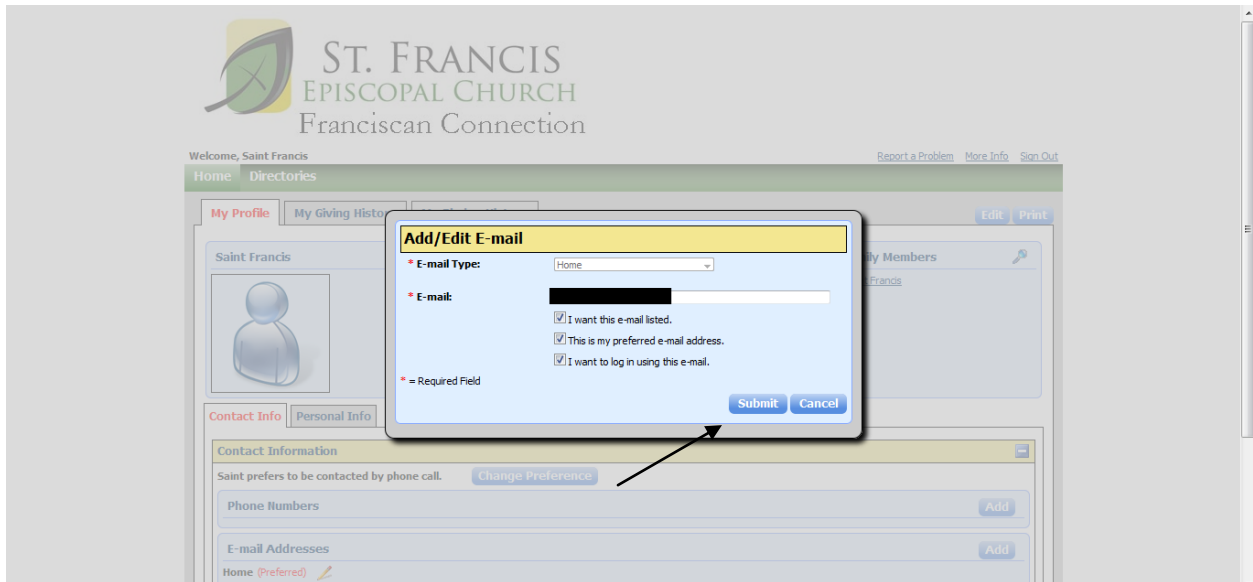
- 6) You will then be taken to a page to create your password. Passwords should be 8-15 characters, not contain parts of your username or email address, no special characters, but should have two or more numbers, and at least 1 upper and 1 lower case character. Then click “sign in.” You can always reset a lost password, but remember to store it somewhere for future use.



7) You will then be in Access ACS, click My Complete Profile to make any changes. You can also view the directory from this screen.

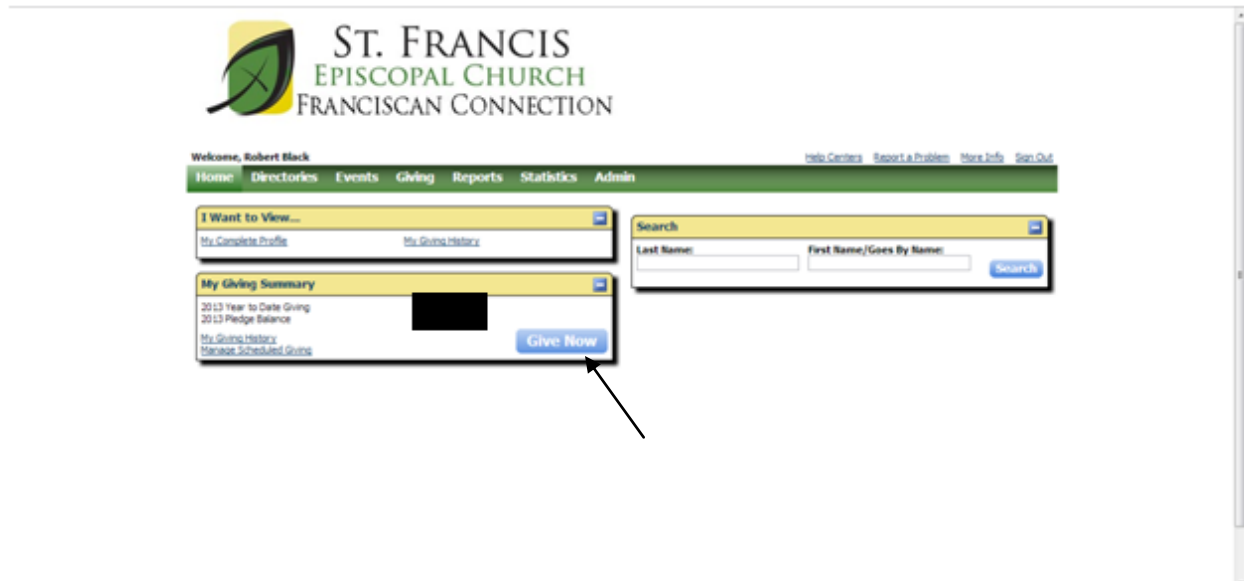


8) To edit any information, click the pencil located next to the item

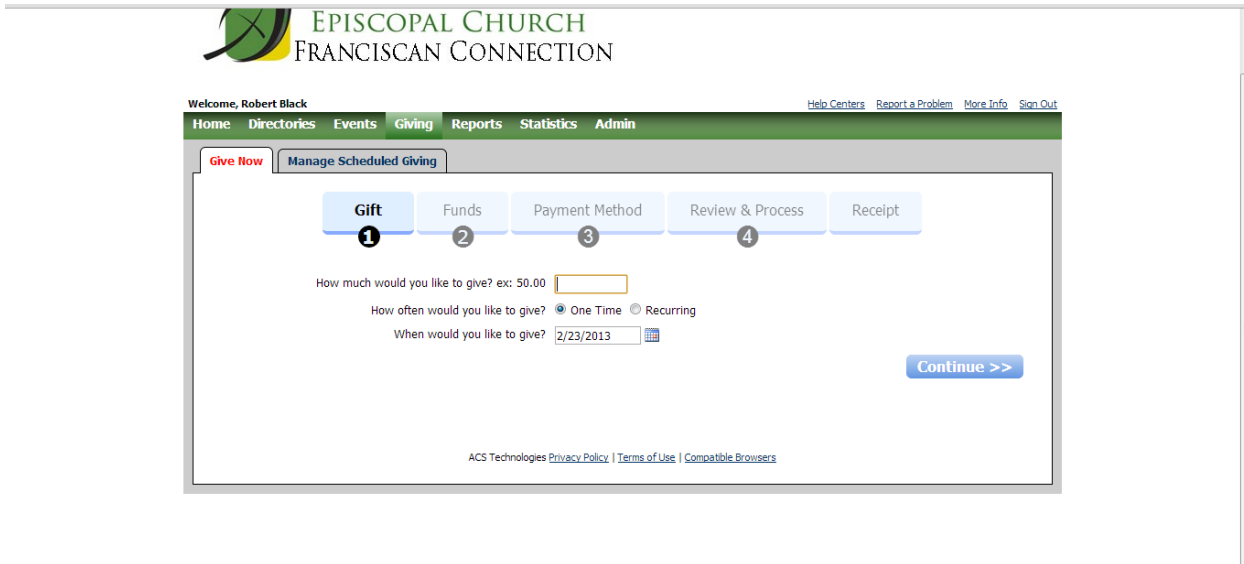


- 9) You can then edit the information, and hit submit. Please note, all changes will need to be approved by the office staff, so they may not take place immediately.

## Online Giving



- 1) After logging into Franciscan Connection, click “Give Now”



- 2) Choose One Time or Recurring Gift and click “Continue.”

EPISCOPAL CHURCH  
FRANCISCAN CONNECTION

Welcome, Robert Black [Help Centers](#) [Report a Problem](#) [More Info](#) [Sign Out](#)

Home Directories Events **Giving** Reports Statistics Admin

[Give Now](#) **Manage Scheduled Giving**

Gift **1** Funds 2 Payment Method 3 Review & Process 4 Receipt

How much would you like to give? ex: 50.00

How often would you like to give?  One Time  Recurring

Which recurrence pattern do you prefer? [How Recurring Giving Works](#)

Weekly  
 Every 2 Weeks  
 Monthly  
 Every 3 Months  
 Twice a Month

On which day of the month do you want to give?

When would you like to start giving?

When would you like to stop giving?  End after:  occurrences  
 End by:

[Continue >>](#)

- 3) Fill in the information for the amount, recurrence pattern, and dates for giving, then click “Continue.”

EPISCOPAL CHURCH  
FRANCISCAN CONNECTION

Welcome, Robert Black [Help Centers](#) [Report a Problem](#) [More Info](#) [Sign Out](#)

Home Directories Events **Giving** Reports Statistics Admin

[Give Now](#) **Manage Scheduled Giving**

Gift 1 **Funds 2** Payment Method 3 Review & Process 4 Receipt

Pledge/Non-Pledge Gift

of  Remaining

[<< Back](#) [Continue >>](#)

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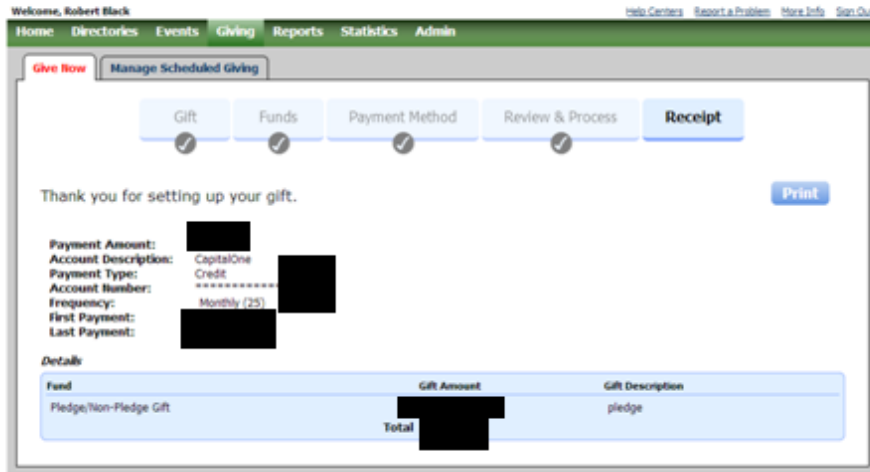
- 4) Then enter the amount of your gift/pledge in the box, and enter “pledge” in the text box that shows up. Then click “Continue.”

5) This is a secure connection, handled through ACS Technologies, the church software used at St. Francis. The website uses encryption and is as safe as any other online purchasing website that you might use. You can enter an Account Nickname to easily identify this payment option if you need to make changes. Please enter your credit/debit card information and be sure to use the email address which you used to log into Franciscan Connection with. Then click “Continue.”

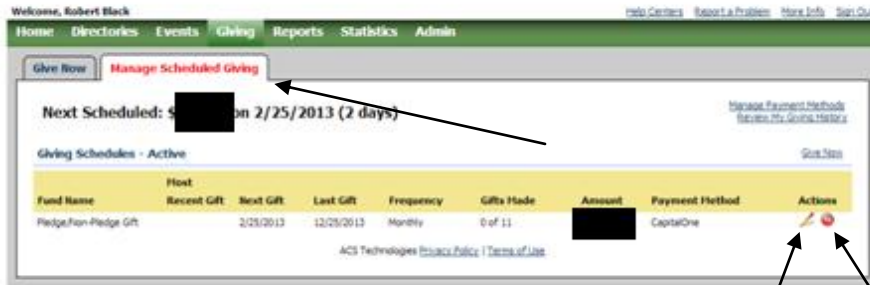
6)

7) You will then be able to review the information to ensure that you entered it correctly. If correct, click “Schedule Gift,” or if incorrect, click “Back” to edit.





- 8) You will then be show a receipt for your gift. You may print it for your records, and it will be available on your Franciscan Connection page. You will also receive an automated confirmation email from Linda Allgood’s email address.



- 9) To manage any scheduled giving, click the “Manage Scheduled Giving” tab. You can click the pencil icon to edit the giving, or the red icon to end the scheduled giving. You can also view your pledge and giving history online.