MinistryPlatform Instructions

Please carefully follow these instructions for setting up your church Portal account, updating your contact information, and setting up online giving. If you have problems or questions, please contact the front office at info@covenantpalmbay.org or 321-727-2661.

Step 1 – Create Your Portal Account

1. In your browser, go to www.covenantpalmbay.org/portal and click on the "LOG IN" image.

2. On the "Login or Register for Account" page, click "Create Account" button.

3. Fill in each of the boxes with your information: First Name, Last Name, Email, Phone (cell or home) and click "Create my Account." A message should appear confirming your account has been created.

4. An email from mpusers@covenantpalmbay.org with a verification link will be sent to you. In that email, click on the link "Confirm My Account." A web page will open for completing the account verification process.

5. On the "Verify New Account" page, change your username and password to whatever you would like. NOTE: Password requires at least 8 characters, including at least 1 number. Click "Submit." The "My Account" page will appear.

6. Proceed to Step 2 for specific instructions on completing the Contact Information form.

Step 2 – Update Your Contact Information

On the "My Account – Contact Information" page, follow these instructions for filling in the form details. Please keep in mind that the information you put in this form is the official information the church office uses to stay in contact with you. Please ensure it is accurate and complete. We treat of all your information with utmost security and confidentiality.

1. **Contact Record** – This shows the name of the current contact who is logged into the system. If you desire to add the rest of your family members to the system at this time, click "Add Family Member" and fill out the form that appears and repeat for each family member. (You can always come back to add family members at a later time.)

2. **Photo** - Add or change a photo of the individual (not a family photo). Click "Choose File" or "Browse," select the desired picture from your computer, and click "Upload Selected File." NOTE: This photo will be visible next to your name in the official Church Directory, which is only viewable by other registered church congregants.

3. **Update Contact Record** – Update any information that is incorrect or add additional information (date of birth, gender, marital status, etc.).

- **Online Directory** – Check this box if you would rather your name, photo, phone number, and street address not be visible in the official Church Directory. (NOTE: The directory is only accessible by registered church congregants.)

- **Text Messages** – Check this box if you do not want to receive ministry-related text messages. (NOTE: These are not marketing-related messages, only messages related to specific groups, events, or activities you're already a part of.)

- **Email** – Update the email if incorrect. Check the box if you want it unlisted.

- **Mobile Phone** – Add or update number. Check the box if you want it unlisted.

- **Work Phone** – Add or update number.

- **Home Phone** – Add or update number. Check box if you want it unlisted.

- **Campus** – Select your campus by clicking on the drop down menu and choosing the appropriate campus you *usually* attend (choose either Beachside or Palm Bay).

- **Country** – Ensure this is set to "United States."

- **Address Line 1** – Add or update your street address. Check the box if you want your address unlisted.

- **Address Line 2** – Add or update line 2 of your address (if applicable).

- **City, State, Postal Code** – Add or update your city, state and zip code.

4. Click "Save Contact Record" once you have completed updating your contact information. A green box will appear with the message "Your information saved successfully."

5. **Update User Record** – This is where you would change your user name or password in the future whenever you want. Because you already updated your username and password (above), there is no need to do anything else with this section of the form.

Step 3 – Set Up Online Giving

Follow these instructions to set up your online giving account. You will be given the option to donate either a one-time gift or set up recurring gifts with automatic withdrawals. NOTE: All information submitted through this system uses the strongest, bank-level encryption technology available for online transactions.

1. Go to www.covenantpalmbay.org/portal and click the "ONLINE GIVING" image. This will take you to the "Log In to Give" page.

2. Log in using your Ministry Platform username and password (that you set up in Step 1 above).

3. Make a Donation:

- **How much would you like to give?** – Click to the right of the $ 0.00. Type the amount you desire to give. Double-check that the amount is accurate.

- **How often would you like to give?** – Choose how often you would like to give. Click on the ">" symbol (or "Change") and use the drop down menu (small gray arrow on the right) to choose from one time or a specific recurring frequency (Monthly, Weekly, Every 2 weeks, Twice Monthly, Quarterly, Yearly).

- **Process first payment on** – Click on the drop down menu and choose the date on which you would like the transaction to start (and recur).

- **Which gift fund?** – Click on the ">" symbol (or "Change"). Choose from the drop down menu (small gray arrow on the right) to designate which fund you would like to give to:

  - Tithes & Offering

  - Global Missions (Faith Promise)

  - Mercy Fund

  - Year-End Gift

- **Give to more than one fund** – Click on this and choose from the drop down menu (small gray arrows on the right) the additional fund. You must enter the dollar amounts for each fund you would like to give to. As you do this, the total donation at the top will adjust, totaling the various funds.

- **Give with** – Click on the ">" symbol (or "Change") and choose your payment method (Credit/Debit or Bank Account) and enter the information as specified.

- **Please tell us about yourself** – Verify and enter your billing information (First-time users only)

- Click on the blue button, "MAKE $XXX.00 DONATION."

4. You will receive an email confirmation from noreply@covenantpalmbay.onlinegiving.org. If you set up a recurring transaction, you will receive an email confirmation every time a transaction occurs going forward.

5. If you ever want to change your giving amounts, funds, or transaction schedule, just go to the Portal, then click "Online Giving," and log in again to make the changes.