

# CHURCH OF THE NAZARENE

## FUNDING THE MISSION

### HOW TO use the micro-transfer bank verification option

If you are unable to save your bank account on [fundingthemission.org](https://fundingthemission.org), you can use this alternate procedure to verify your bank account. Below are step-by-step instructions. You can see more how-to directions on our [FAQ page](#), or email us at [stewardship@nazarene.org](mailto:stewardship@nazarene.org).

- 1 Open a browser and go to [fundingthemission.org](https://fundingthemission.org). Click "Login" at the top right. Follow the prompts to enter your login information.

Living Generously Through  
Funding the Mission

..... This tool allows the local church to record income, track progress toward allocation goals, and make itemized online contributions. Not signed up yet? Contact your district office or email [stewardship@nazarene.org](mailto:stewardship@nazarene.org) .....

Secure Login

Username

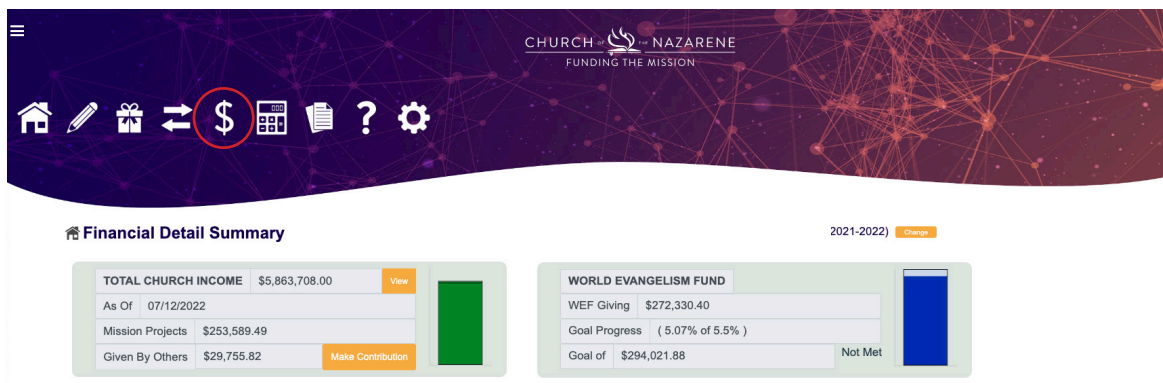
Password

Login

[Forgot Login?](#)

If you are not a [fundingthemission.org](https://fundingthemission.org) user, contact your district office or Stewardship Development at [stewardship@nazarene.org](mailto:stewardship@nazarene.org) or 800-544-8413. We'll be happy to give you access to your church or district.

- 2 You should now see the dashboard for your church. Click the dollar sign to go to the bank accounts page.



3

Click on the '\$' icon to open the 'Manage Payment Methods' dialog.

## \$ Manage Payment Methods - John Doe

[Add CC Account](#)
[Add ACH Account](#)


Method Type	Account Details	Status	Vid	Nickname
		None		

No data yet

4

Click "Add ACH Account" to add a new ACH account and complete the form. Click "Save Payment Method."

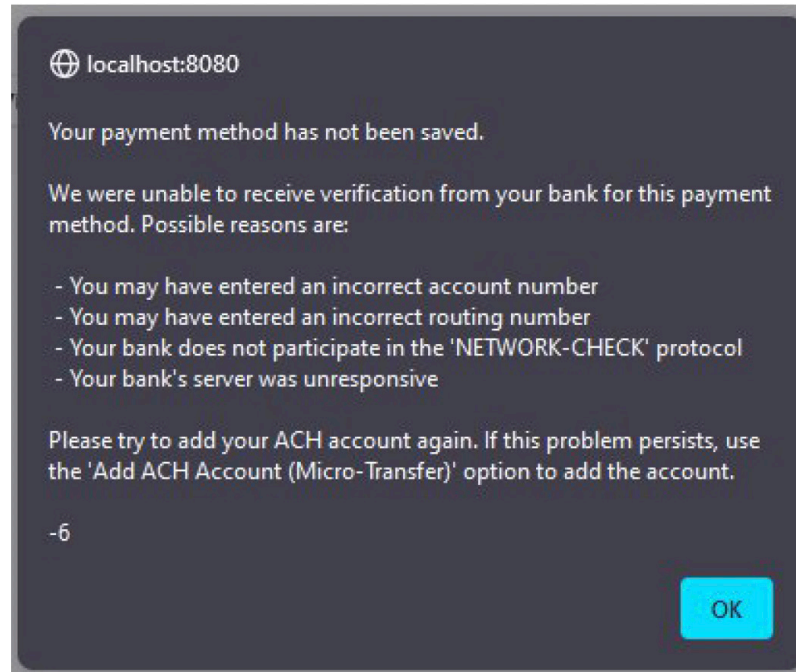
Adding Payment Method (ACH)

### Account Information

Ownership Type	Business	▼
Account Type	Checking	▼
Routing Number	066007681	
Account Number	1000000004	
Business Name	ABC Pharmaceuticals and Accounting	
Address Line 1	101 Main Lane	
Address Line 2		
City	Anchorage	
State	Alaska	▼
Zip-Code	99501	

[Cancel](#)
[Save Payment Method](#)

- 5 If the network verification method failed for this account, a notification email will be sent to the user with the following message:







After clicking OK, a new button will appear on the Manage Payment Methods page that says “Add ACH Account (Micro-Transfer).” This button will allow you to enter your account information again using the micro-transfer verification.

Micro-Transfer Verification deposits two small amounts into your bank account, and you report the amounts back to us to verify the account you have entered is valid and does belong to you. The total of the two deposits is taken out of your account on the same day.

## \$ Manage Payment Methods - John Doe

Add CC AccountAdd ACH Account



Method Type	Account Details	Status	Vid	Nickname
		None		

No data yet

6 Click on the “Add ACH Account (Micro-Transfer)” button and enter your bank account details.

Adding Payment Method (ACH) - Micro Transaction

**Account Information**

Ownership Type	Business
Account Type	Checking
Routing Number	066007681
Account Number	1000000000
Business Name	ABC Pharmaceuticals and Accounting
Address Line 1	101 Main Lane
Address Line 2	
City	Anchorage
State	Alaska
Zip-Code	99501

7 If the information you have entered is correct, the payment method will be saved with a ‘PENDING’ status. Payment methods with a pending status cannot be used to make contributions and will not appear as an option when making a contribution. A notification email will be sent to the user and the following message will be displayed:

localhost:8080

Your payment method has been saved and two small deposits have been made to your account to assist in the verification process. You will need to take the following steps to verify your bank account:

- Check your account statement for the two small deposit amounts from PAYPAL. (The deposits may take up to three business days to appear)
- Log back into Funding the Mission
- Locate the method you have just entered (It will have a 'PENDING' status).
- Click the edit button on the line where this method appears.
- Enter the two amounts to verify your payment method and click SAVE.

If the two deposit amounts match, your payment method will be verified,

OK

8 After clicking OK, you will notice the payment method has been saved with a status of "PENDING."

\$

Manage Payment Methods - John Doe

Add CC Account

Add ACH Account


Add ACH Account (Micro-Transfer)

1 - 1 / 1

Method Type	Account Details	Status	Vid	Nickname		
ACH	checking: BANK OF AMERICA N.A. Acc#*****0000	PENDING	jr0v1chc	checking: BANK OF AMERICA N.A. Acc#*****0000		

1 - 1 / 1

9 When the two deposit amounts have been credited to your bank account, log back into [ftm.nazarene.org](http://ftm.nazarene.org) and click on the '\$' icon to open the "Manage Payment Methods" dialog.

10 To enter the two deposit amounts and verify your payment method, click on the edit () button.

Account

checking: BANK OF AMERICA N.A. Acc#\*\*\*\*\*0000

Save

Cancel

Nickname

checking: BANK OF AMERICA N.A. Acc#\*\*\*\*\*0000

Enter the two small deposit amounts that appear on your bank statement from PAYPAL. Press the SAVE button to verify this payment method.

Amount 1

Amount 2

11 Enter the two amounts (just the cents values as whole numbers – no dollars or decimal points). You may also want to give your payment method a nickname at this time.

Account

checking: BANK OF AMERICA N.A. Acc#\*\*\*\*\*0000

Save

Cancel

Nickname

The Church BOA account for paying WEF

Enter the two small deposit amounts that appear on your bank statement from PAYPAL. Press the SAVE button to verify this payment method.

Amount 1

17

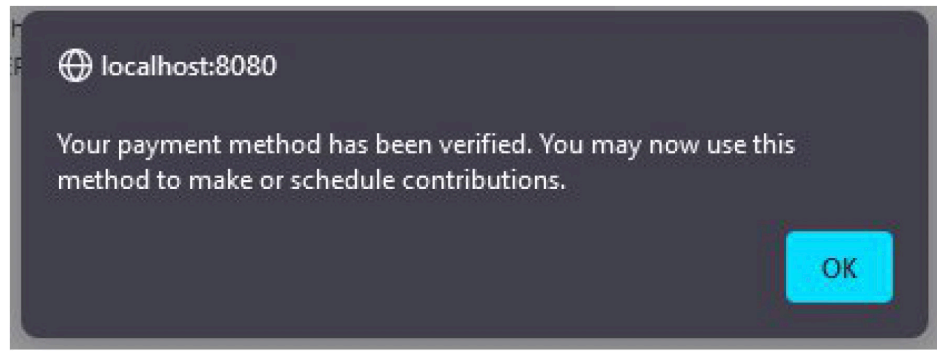
Amount 2

29

Enter the cents portion of the amount







- 12 Upon pressing SAVE, the system will attempt to verify this payment method. If the deposits have settled in the system and the amounts match, the status of the payment method will change from 'PENDING' to 'VERIFIED' and you may now use this payment method for making contributions. The following message will be displayed:





### \$ Manage Payment Methods - John Doe

Add CC AccountAdd ACH Account

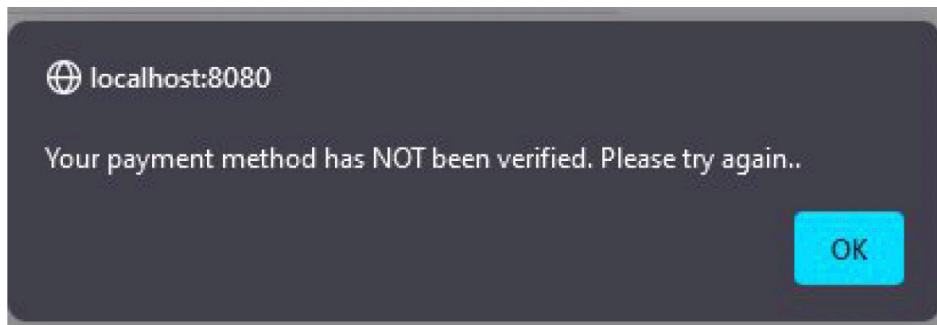


1 - 1 / 1

Method Type	Account Details	Status	Vid	Nickname		
ACH	checking: BANK OF AMERICA N.A. Acc#*****0000	VERIFIED	jr0v1chc	The Church BOA account for paying WEF		

1 - 1 / 1

- 13 If the system could not verify your account, the following message will be displayed:



You may wait a while and try again later. The system gives you five tries at entering the two amounts and verifying your payment method.

If you continue to have problems verifying your payment method, delete the payment method and start fresh. If this still does not work, email [stewardship@nazarene.org](mailto:stewardship@nazarene.org)