

Far East Broadcasting Company--Chinese Ministry

Online Contribution Instructions for Bank of America



The instructions below show how to contribute to Far East Broadcasting Company--Chinese Ministry through online banking. Please keep in mind that the financial institution can change the user interface, and the example below is for illustration purposes only.

Setting up FEBC-CM as a payee

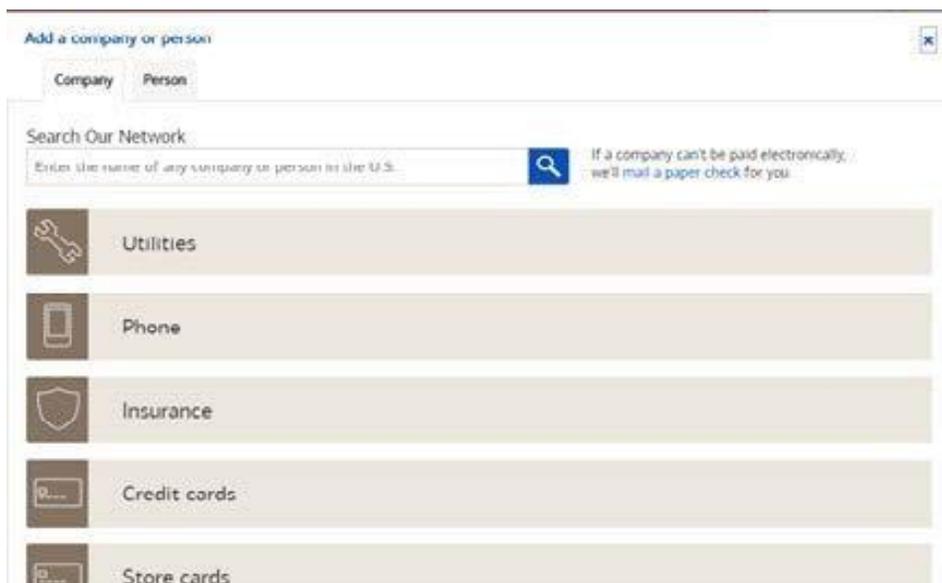
1. Go to the website of your financial institution, and log into your personal bank account. Then, select "Bill Pay."



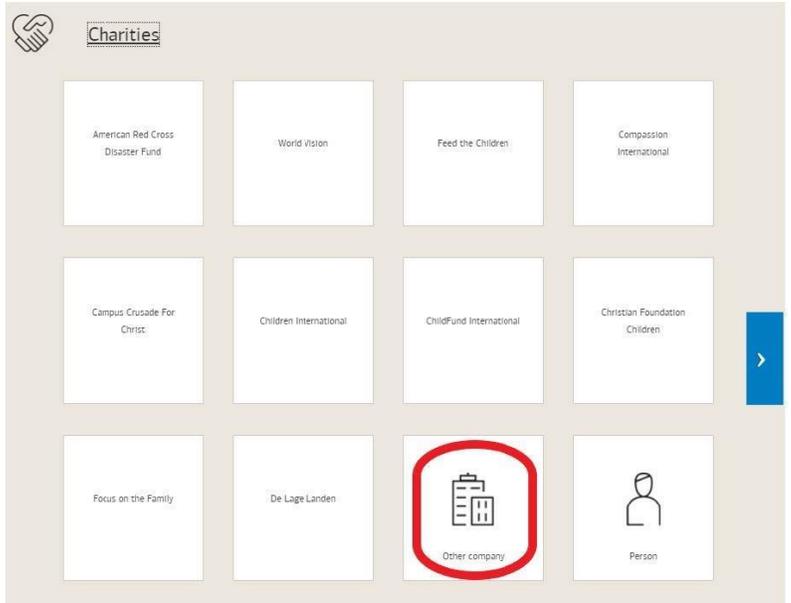
Payment Center



2. Select "Add a Company or Person"



3. Scroll down to select "Charities," and then select "Other Company."



4. Enter the following before clicking on the “Add” button.

- Under Company Name, enter “FEBC-CM.”
- For the Account Number, enter your name as shown on your check. This helps the nonprofit correctly identify you as the donor and properly record your gift.
- Enter FEBC-CM Address: P.O. Box 6050 Albert Lea, MN 56007
- Phone Number: (562) 947- 4659

Add a company or person x

Company Person


 Other company

Company Name

Account Number

Nickname (optional)

Address Line 1

Address Line 2 (optional)

City

State

ZIP Code

Phone Number

Mobile Number (optional)

Email Address (optional)

5. Now you are set up for Online Offerings with “Request eBills” as shown below.

The screenshot shows the 'Request eBills' interface. At the top, there are tabs for 'Activity', 'Reminders', 'AutoPay', and 'eBills'. Below the tabs, the text 'Request eBills' is displayed. Underneath, it says 'Last Payment: [redacted]'. To the right, there are input fields for 'Amount' (with a '\$' symbol) and 'Deliver By' (with a calendar icon). Below these fields, it says 'Earliest Payment Date: 03/27/2020'. There is a link for 'Add Memo/Note'. At the bottom, there is a checkbox for 'Always show Make Payments' and a blue 'Make Payments' button.

6. Next, fill in the donation information before selecting “Make Payments.”

- For “Amount,” enter the donation amount.
- Select “Delivery By” date. Note that the payment date may be later when the eBill is initially set up.
- Select the date by clicking on the Calendar icon next to the “Deliver By” box.
- Click on “Add Memo/Note” and in “Memo Printed on Check,” enter the designation for your offering. For example, General Fund, Family Ministry, Program Production, Overseas Broadcast, Liangyou Theological Seminary, etc.

The screenshot shows the 'Request eBills' interface with the donation information filled in. The 'Amount' field now contains '\$ 100.00'. The 'Deliver By' field now contains '03/27/2020'. The 'Add Memo/Note' link is now active. Below this, there is a section for 'Memo Printed on Check (Optional)' with a text box containing 'General Fund' and a note '20 characters remaining'. Below that is a section for 'Note to Self (Optional)' with an empty text box. At the bottom, there is a checkbox for 'Always show Make Payments', a summary showing 'Total: \$100.00' and '1 Payment', and a blue 'Make Payments' button.

Automatic Payment

1. Your online bank may have the option to make automatic recurring payments. The following steps may vary significantly between banks.

First, find the option to set up automatic payments.

Request eBills
Last Payment: [REDACTED] Activity Reminders AutoPay eBills

FEBC-CM
[REDACTED]
Details

Amount: \$ [REDACTED] Deliver By: 03/27/2020
Earliest Payment Date: 03/27/2020

Add Memo/Note

Last Payment: None in 6 months
Next Scheduled Payment: 3-27 [REDACTED] Activity Reminders **AutoPay** ←

Always show Make Payments **Make Payments**

2. From Request eBills, select "AutoPay" at the bottom and then select "Set Up AutoPay."

Request eBills
Last Payment: [REDACTED] Activity Reminders AutoPay eBills

FEBC-CM
[REDACTED]
Details

Amount: \$ [REDACTED] Deliver By: 03/27/2020
Earliest Payment Date: 03/27/2020

Add Memo/Note

Last Payment: None in 6 months
Next Scheduled Payment: [REDACTED] Activity Reminders **AutoPay**

Never Miss a Payment

Avoid the hassles of missing payments or scheduling them one at a time. Pay a set amount on a regular schedule or make payments based on your statement amount and due date by enrolling in eBills (eBills are only available for some payees). Your payments are automatically scheduled as soon as the previous one is delivered.

[Set Up AutoPay](#) ←

Always show Make Payments **Make Payments**

3. Next, enter the information below before selecting “Start Sending Payment.”

- Amount
- Memo
- First Delivery Date
- Frequency
- Duration

Once done, confirm, and now the automatic payment is successfully set up.

Manage AutoPay for FEBC-CM ✕

██████████
██████████

Pay From
CLASSIC INTEREST CHECKING ██████████
Available Balance: ██████████
Earliest Payment Date: 03/27/2020

Amount
\$

Memo

First Delivery Date (MM/DD/YY)
03/27/2020

Frequency [About Frequencies](#)
Select a frequency ▼

Duration
Select a Duration ▼

Email Notifications
Email Address ██████████
 Email me when my payment is scheduled
 Email me when the payment has been sent
 Email me before sending the last payment

Start Sending Payments Cancel