



## Evangelical Chinese Church of Tacoma 塔可馬華人證道堂

### **BANK OF AMERICA Online Bill Pay Offering Instructions** **线上奉献(美国银行网上账单支付服务) 设置步骤**

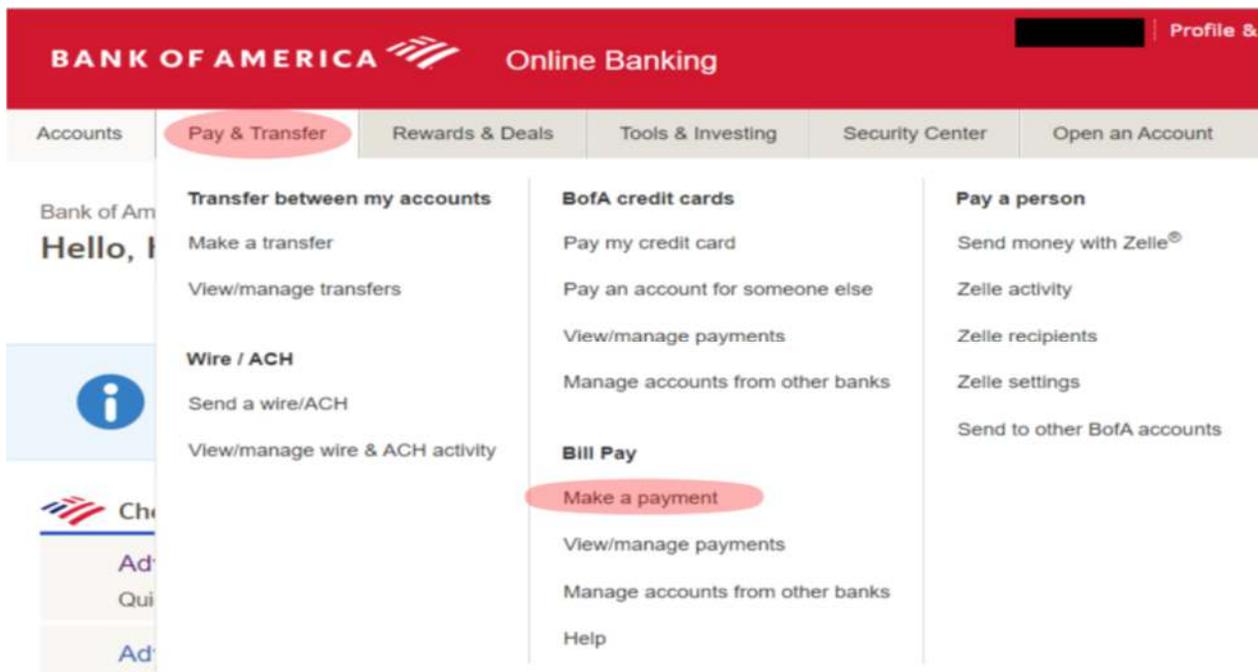
The instructions below show how to contribute to Evangelical Chinese Church of Tacoma through online banking via Bill Pay service offered by Bank of America

以下说明展示了如何通过美国银行提供的在线银行服务中的账单支付功能，对塔可马华人证道堂进行奉献。

**Set up ECCT as a payee (go to #6 if you already have ECCT setup as a payee)**  
**设置塔可马华人证道堂为收款对象（如果您已完成设置，请跳至步骤 # 6）**

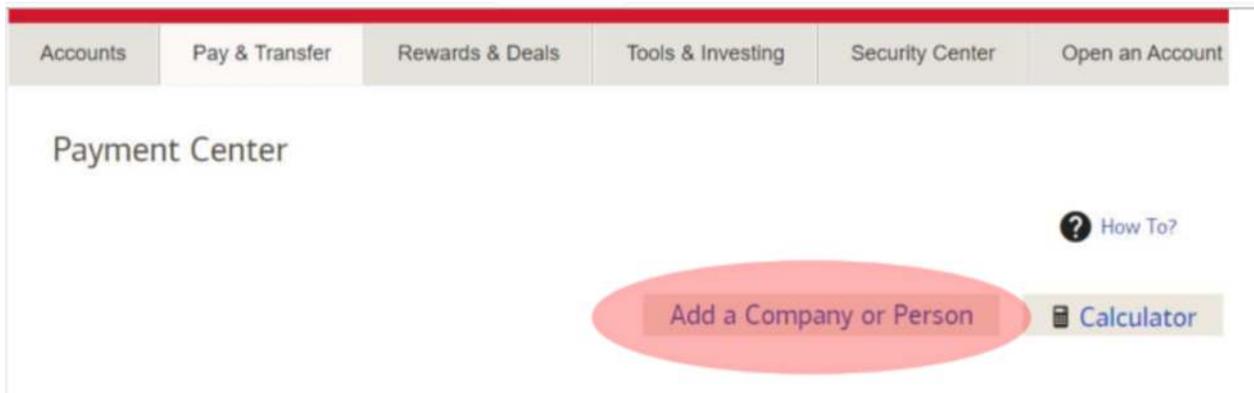
1. Go to the website of Bank of America ([www.bankofamerica.com](http://www.bankofamerica.com)). Log into your online banking. Then, move cursor onto **"Pay & Transfer"** and click **"Make a Payment"** in the drop-down list

打开美国银行网站 ([www.bankofamerica.com](http://www.bankofamerica.com))。登录您的在线银行账户。然后将光标移至 **"Pay & Transfer"**，点击下拉菜单中的 **"Make a Payment"**

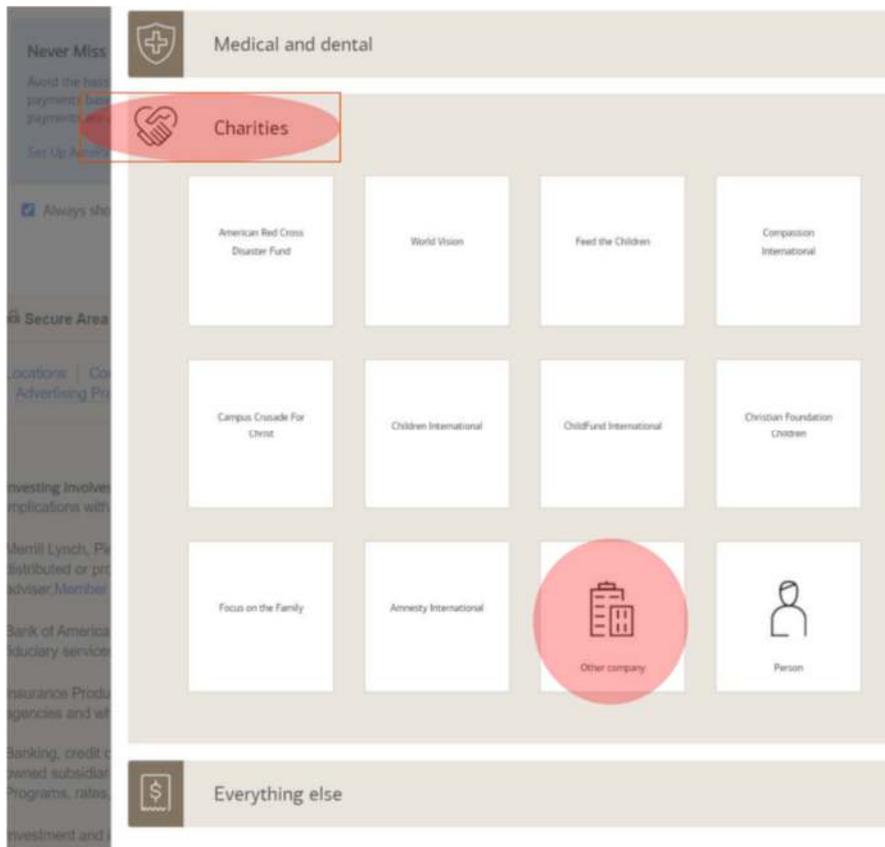




2. Click **“Add a Company or Person”**  
点击**“添加公司或个人”**



3. Scroll down to click **“Charities”** and then select **“Other Company”**  
向下滚动点击**“Charities”**，然后点击**“Other Company”**





4. Enter the following into the form and then clicking on the **“Add”** button  
在表格中输入以下信息，然后点击 **“Add”** 按钮
  - a. Company Name (公司名称): **Evangelical Chinese Church of Tacoma** (塔可马华人证道堂)
  - b. Account Number (账户号码): **You Full Name** (您的全名)
  - c. Address Line 1 (地址栏 1): **PO Box 98438**
  - d. City (城市): **Lakewood**
  - e. State (州): **WA**
  - f. Zip Code (邮编): **98499**
  - g. Phone Number (电话号码): **253-474-2443**
  - h. Email Address (电子邮件地址): **ecct7701finance@gmail.com**

The screenshot shows a web form titled "Add a company or person" with two tabs: "Company" and "Person". The "Company" tab is selected. The form contains the following fields:

- Company Name: Evangelical Church of Tacoma
- Account Number: Paul Smith
- Nickname (Optional):
- Address Line 1: PO Box 98438
- Address Line 2 (Optional):
- City: Lakewood
- State: WA
- ZIP Code: 98499
- Phone Number: 253 474 2443
- Mobile Number (Optional):
- Email Address (Optional): ecct7701finance@gmail.com

At the bottom of the form, there are "Add" and "Cancel" buttons.





5. Now you are setup for Online Offering with **“Request eBills”** as shown below  
设置完成后付款对象将会出现在 **“Request eBills”** 栏内

**Request eBills**  
Last Payment: 6-19 \$284.65

Activity Reminders eBills

 Evangelical Chines...  
\*lang

Pay From  
ADV TIERED INTEREST CHKG \*229

Amount  
\$

Deliver By  


Activity Reminders AutoPay

Always show **Make Payments**

**Make Payments**

Ready to Make offerings using online Bill Pay service  
可以开始使用账单支付服务进行奉献





## Make Offering Using Bill Pay Service

### 使用账单支付服务进行奉献

6. Fill in the offering information before clicking **“Make Payments”**  
在点击 **“Make Payments”** 之前，请填写奉献信息
  - a. Enter the offering amount in the **“Amount”** Box (在 **“Amount”** 框中输入奉献金额)
  - b. Select **“Deliver By”** date. (date the check will be delivered to ECCT)  
选择 **“Deliver By”** (支票将送达塔可马华人证道堂邮箱的日期)
    - Select the date by clicking on the Calendar icon next to the **“Deliver By”** box (通过点击 **“Deliver By”** 框旁边的日历图标选择日期)
  - c. Click on **“Add Memo/Note”** and enter the designation in the **“Memo Printed on Check”** box for your offering (For example: General Fund, FISH, Other or etc.)  
点击 **“Add Memo/Note”**，在 **“Memo Printed on Check”** 框中输入您的奉献用途 (例如：一般基金，FISH，其他等)
  - d. Click (点击) **“Make Payments”**

Request eBills  
Last Payment: 6-19 \$284.65

Activity Reminders eBills

 Evangelical Chines...  
Details

Pay From  
ADV TIERED INTEREST CHKG \*229  
Available Balance: [REDACTED]

Amount  
\$ 200.00

Deliver By  
07/14/2023 

Add Memo/Note

Memo Printed on Check (Optional)  
General Fund

Note to Self (Optional)

Activity Reminders AutoPay

Always show Make Payments

Total: \$200.00  
1 Payment

**Make Payments**





### Automatic Payment (optional)

#### 自动支付 (可选)

1. Your online Bill Pay service have the option to make automatic recurring payments. Please use the instructions below if you prefer making automatic recurring offering at set interval. Click on **"AutoPay"** to reveal AutoPay Setup link & Click **"Set Up AutoPay"** 您的在线账单支付服务有设置自动定期付款的选项。如果您希望进行自动定期奉献，请使用以下说明。点击 **"AutoPay"** 以显示设置自动支付的链接, 点击 **"Set Up AutoPay"**

Request eBills  
Last Payment: 6-19 \$284.65

Activity Reminders eBills

Evangelical Chines...  
\*lang  
Details

Pay From  
ADV TIERED INTEREST CHKG \*229  
Available Balance: \$44,191.50

Amount \$  
Add Memo/Note

Deliver By

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**





2. Fill boxes below before clicking **“Start Sending Payment”**  
在点击 **“Start Sending Payment”** 之前，请填写以下信息
  - a. Select **“Pay From”** Account
  - b. **Amount** (金额)
  - c. **Memo** (备忘)
  - d. **First Delivery Day** (首次交付日期)
  - e. **Frequency** (奉献频率)
  - f. **Duration** (奉献自动支付持续时长)
  - g. Check (点选) “Email me when my payment is scheduled”
  - h. Check (点选) “Email me when my payment has been sent”

Manage AutoPay for Evangelical Chinese Church of Tacoma

Pay From  
ADV TIERED INTEREST CHKG

Amount  
\$ 20.00

Memo  
General Fund

First Delivery Date (MM/DD/YY)  
08/01/2023

Payments that fall on a weekend or holiday, will be changed to previous business day.

Frequency About Frequencies  
Weekly

Every week on the same day of the week you scheduled for the first payment.

Duration  
Until I stop these automatic payments

Email Notifications  
Email Address: [redacted]@hotmail.com  
 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





3. Click **“Start Sending Payment”** to confirm and now the automatic payment setup is completed. Offering will be automatically mailed to ECCT at your set interval free of charge for both sender and recipient. Changes can be made at your will by logging into your account.

点击 **“Start Sending Payment”**以确认, 自动支付设置已完成。奉献将以您设置的奉献频率在设置的自动支付持续时长周期内自动邮寄给塔可马华人证道堂, 此服务对寄送方及接收方均免费。您可以随时通过登录您的账户进行更改。

