

New Castle Presbytery

Streamlining Payments for Secure Online ACH Payment Portal



- Log-on:
 1. IF YOU HAVE NOT ESTABLISHED AN ACCOUNT:
<https://newcastlepresbytery.breezechms.com/give/online>
 2. IF YOU HAVE AN ACCOUNT:
<https://www.newcastlepresbytery.breezechms.com/>
- **PAYMENTS:** An initial payment screen (available through #1 or #2 above) will request payment specifics:

The screenshot shows a payment form with the following elements and annotations:

- Give to New Castle Presbytery**: A large input field showing "\$ 0.00". An annotation box points to it with the text "Input total payment amount".
- Give to Per Capita #100000**: A dropdown menu. An annotation box points to it with the text "Use dropdown to select payment fund".
- Add Gift to Another Fund**: A dropdown menu. An annotation box points to it with the text "Use dropdown to select payment frequency".
- Give this One Time**: A dropdown menu. An annotation box points to it with the text "Use dropdown to select ACH Bank Transfer; NOT Debit / Credit".
- Give by Credit/Debit Card**: A dropdown menu. An annotation box points to it with the text "Use dropdown to select ACH Bank Transfer; NOT Debit / Credit".
- Continue**: A large green button. An annotation box points to it with the text "Click 'continue' to advance to payment information".
- Sign In | Create Account**: Links at the bottom of the form.

- **PAYMENTS (page 2):** The secondary payment screen will request payment information:

Payment Information

Your Name _____ Email Address _____

Bank Routing Number _____

Bank Account Number _____ Retype Bank Account Number _____

Street Address _____ City _____ State ▼ Zip _____

Comments (optional) _____

Add \$0.35 to cover the processing fee ⓘ

Use the name of the payment account set-up for you by the Presbytery; i.e., Finance-Georgetown or Georgetown. This is tied directly to the email address you provide as the finance contact to insure payments properly populate to that record.

The Presbytery will pay processing fees for all ACH Bank Transfer transactions

“Give” amount provided on page one will auto populate. Click this button to submit

Give \$

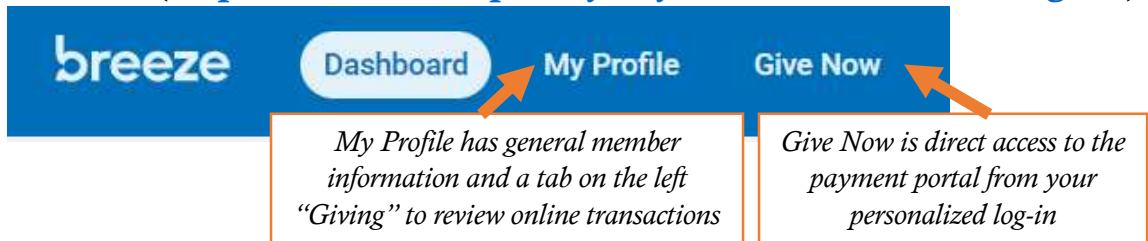
Back

NOTE FOR CONGREGATIONS: When providing Medwrap Dues be sure to indicate in the comments section for EACH participant with a semi-colon after each set of information: Name-annual salary. (*i.e., Sally Smith-\$25,000; Kevin Kelly-\$53,400; etc.*). Additional details for any payments which you feel is helpful is welcome.

- **CREATING AN ACCOUNT:**

1. Email adminoffice@ncpresbytery.org to request an invitation to create an account. Please provide the email address you intend to utilize for online payments.
2. An invitation will be formulated through the Breeze database as confirmation of your intent, followed by a link to create your personalized ID and password.

- **MANAGING YOUR ACCOUNT:** After your online ID and password have been established, you can log-in to your online account (<https://newcastlepresbytery.breezechms.com/login/>).



SAMPLE VIEW OF ACCOUNT ACCESS:

(Est. 1860) Georgetown

(302) 856-6842
 office@georgetownpres.com
 203 N. Bedford Street
 Georgetown, DE 19947-0046

[Download as Excel](#)

Show For: (Est. 1860) Georgetown | Start Date: 01/01/2022 | End Date: 05/26/2022

Date	Batch	Name	Envelope	Fund(s)	Method	Account #	Check #	Note	Amount
Apr 06, 2022	221	Georgetown, (Est. 1860)		Per Capita #100000	Online (ACH)			2 months Jan & Feb 2022	\$ [REDACTED]

Totals Overview

Total Contributions: 1

Total Amount: \$ [REDACTED]

Funds Overview

Per Capita #100000 (1) \$ [REDACTED]

Method Overview

Online (ACH) (1) \$ [REDACTED]

NEED ASSISTANCE? *Contact ...*

- *NCP Administrator Donna Scully*
 1. *(302) 366-0595 X0*
 2. [*adminoffice@ncpresbytery.org*](mailto:adminoffice@ncpresbytery.org)

Updated 12/1/2022