

How to Pledge Online

1. Find the online pledge form:

Option 1: Visit <https://bit.ly/2024Stewardship>

OR use your phone app to scan the QR Code:



Option 2: Go to the giving page of your Realm account and click the gray "+ Pledge" button

2. Fill out the online pledge form. **Read instructions carefully!**

3. To set up a **new one-time or recurring online payment**, click the check box on the Acknowledgment page after your online pledge has been submitted. (See below for instructions on creating new or updating existing online giving). *If you intend to pay your pledge by another method (check, stock, outside bank bill pay, etc.), leave the check box blank.*

Sustaining Pledges

If you did not check the sustaining pledge box on the pledge form, please contact the office if you would like to have your 2024 pledge recorded as a sustaining pledge. Once recorded, your 2024 pledge information will be entered automatically on your behalf for future pledge campaigns, until you request a change or cancellation on a new pledge card or by contacting the office. *You can make a sustaining pledge even if you do not have a recurring giving plan set up.*

Once a pledge has been entered it can only be edited by the office.

How to Set Up Online Giving To Pay Your Pledge

1. Find the online giving form:

Option 1: Enter your pledge online (see above) and click the check box on the Acknowledgment page.

Option 2: Go to the giving page on your Realm profile and click the gray "+ Give" button.

2. Fill out the form that pops up:

Make sure the fund is set to Operating Budget.

Set up either a one-time payment (Give Once) or recurring giving plan (Give Multiple Times). For recurring giving plans, set the end date to December 31st, 2024. Double check the summary total amount.

Sustaining Giving

If you would like your giving to continue indefinitely to match a **sustaining pledge**, do not set an end date and, if you did not check the sustaining gift box on your pledge form, notify the office (admin@uusic.org or 319-337-3443). Once recorded as a sustaining gift, no changes will be made to your scheduled giving until you request a change or update your giving in Realm.

3. Click "Continue" to choose an existing payment method or enter a new one.

For credit/debit payments, UUS asks that you click the check box near the bottom to add 3% to your payments to cover processing fees. This maximizes the utility of your pledge.

To Update a Previously Entered Recurring Gift

Go to the giving page on your Realm profile and click the "Scheduled" button. To edit a gift, click on the three light gray dots (***) that appear to the right and choose the appropriate actions.

Contact the office (admin@uusic.org or 319-337-3443) for assistance in setting up a new pledge or online payment, or to make changes to a submitted pledge.