

A. Logging in to the eRemittance portal

You will receive an e-mail from <u>remittances@epaumc.org</u>, sent to your church's primary e-mail address. The e-mail will contain your **Member ID**, and a **temporary password**.

Access the eRemittance portal: https://webview.shelbyinc.com/app/13147/Default.aspx

When you log in for the first time, you will be prompted to change your temporary password to a new password of your choosing.

Your temporary password will expire after 24 hours. If you do not change it within that time-frame, or if you change it but forget your new custom password: click "Have it e-mailed to you" to receive a new temporary password by e-mail.

Forget your password?

Have it e-mailed to you.

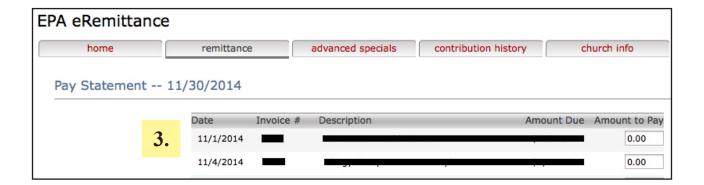
Any time that you request a temporary password, you will then have 24 hours to log in and change it to a password of your choosing.

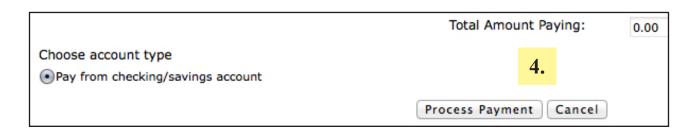
B. Paying your Remittances

On the 5th of each month, your remittance statement will be sent to your church's primary e-mail address. This will let you know that your bill for that month is now available in the eRemittance portal and able to be paid.

- 1. Go to **remittance** tab to view your statement.
 - The list of items on eRemittance will not look like the remittance form attached to the e-mail: Each fund will appear as a separate invoice. Additionally, there will be a new invoice for each fund every month. This means that if you have missed a payment, you will see two invoices listed for that fund.
- 2. At the bottom of the page, click "Pay Statement"
- **3.** You will now see each item listed, with the amount due, and a text field to enter your payment amount.
- **4.** After entering your payment amount(s), click "**Process Payment**" to continue to the payment processing screen. (*see next page*)

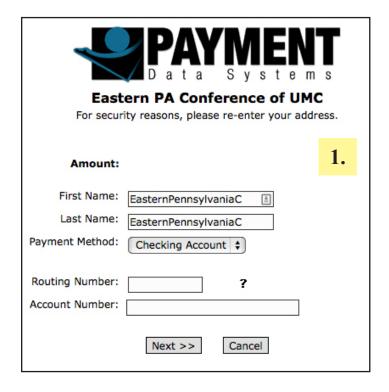


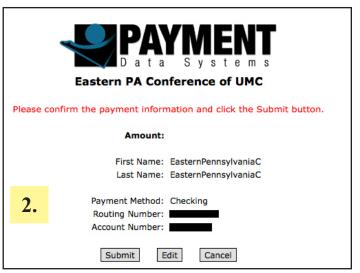




On the Payment Processing screen:

- 1. Enter your bank account and routing number, then click "Next."
- 2. Review your payment information, then click "Submit."
- 3. You will see a confirmation screen for your payment, and a confirmation e-mail will be sent to your church's **epaumc.org** e-mail address.





Thank you for your payment!

Transaction Number: 150114134116cob

Transaction Date: 1/14/2015

Amount:

Return

C. Contributing to Advance Projects

Through the eRemittance portal, you will also be able to make contributions to Advance Projects, and to set up monthly recurring payments. The advance projects section of the site includes both **EPA**

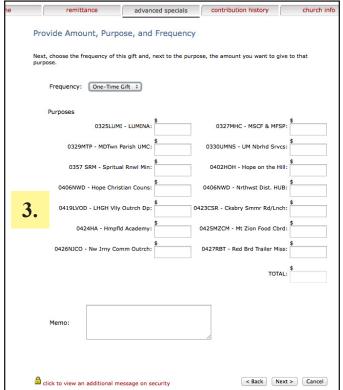
Conference Advance Specials, and GBGM Advance Projects.

1. On the advance projects tab, you will be asked to confirm your e-mail address. Click "Start" to confirm and begin.

This portal gives you the ability to make a secure online contribution to our conference via a d from your bank account. To make a contribution, simply click on the "Start" button below, thei easy step-by-step instructions. During each step of this process, you will be given the opportucancel.	n follow the
Please verify your e-mail address before continuing. twims@epaumc.org	1.
click to view an additional message on security < Back Start >	Cancel

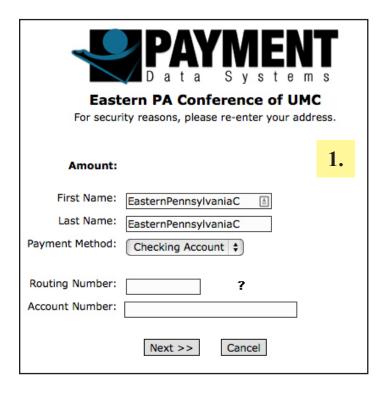
- 2. To make a new payment, select your payment method and then click "Next."
 - Note that this screen will also list any monthly recurring payments you have set up through this portal.
- 3. Enter your payment amounts.
 - Choose, next to "frequency", whether this will be a one-time payment or if you wish it to be an automatic monthly payment.
 - All active Conference Advance Specials and recently used GBGM Advance Projects appear on this page. Type in the amount that you wish to pay for each. There is also a memo box for any notes you wish to include.
 - Click "Next"
- 4. You will be asked to confirm your chosen payment amounts and frequency. Click "Next" to continue to the payment processing screen. (*see next page*)

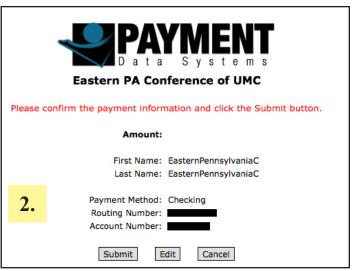
remittance	advanced specials	contribution history	church inf
Choose Payment Type			
Please select payment type: Checking / Savings Account	2.		
Current recurring payments No recurring payments to proce	ss.		
To proceed to the next step of this To cancel the process of making a To change or stop the existing pay	contribution, click the "Canc	el" button.	
a click to view an additional mes	ssage on security	< Back Next >	Cancel



On the Payment Processing screen:

- 1. Enter your bank account and routing number, then click "Next."
- 2. Review your payment information, then click "Submit."
- 3. You will see a confirmation screen for your payment, and a confirmation e-mail will be sent to your church's **epaumc.org** e-mail address.





Thank you for your payment!

Transaction Number: 150114134116cob

Transaction Date: 1/14/2015

Amount:

Return

B. Logging out

When you are ready to log out of the eRemittance portal, you can find the "Logoff" button in the very top right of your screen, within the thin gray bar at the top.

