

# MILESTONE GIVING THROUGH ONLINE BANKING

1. SELECT "ADD NEW PAYEE"
2. ENTER "MILESTONE CHURCHES" AND CHOOSE "SEARCH"
3. CHOOSE "MILESTONE CHURCHES" FROM THE LIST AND CHOOSE "CONTINUE"
4. ENTER YOUR MILESTONE CHURCHES 4-DIGIT CONTRIBUTION ENVELOPE NUMBER UNDER ACCOUNT NUMBER AND CHOOSE "CONTINUE"

**\*CONTRIBUTION ENVELOPE NUMBER CAN BE FOUND IN EMAILED QUARTERLY REPORT OR YOU CAN EMAIL [BRIANNE@MILESTONECHURCHES.COM](mailto:BRIANNE@MILESTONECHURCHES.COM) FOR ENVELOPE NUMBER.**

## ADD PAYEE (MOBILE)

The mobile app interface shows the 'Add Payee' screen. On the left, a search bar contains 'Mil' and a list of payees is displayed. 'MILESTONE CHURCHES' is circled in red. On the right, the details for 'MILESTONE CHURCHES' are shown, including the payee name, account number '0001', and a 'Continue' button at the bottom.

## ADD PAYEE (COMPUTER)

The computer web interface shows the 'Add Canadian Payee' process. Step 1 involves entering the payee name 'MILESTONE CHURCHES' in the search bar and clicking 'Search'. Step 2 involves entering the account number '0001' and the contribution envelope number in the 'My Payee Name (optional)' field. The interface includes progress indicators for 'Payee Details', 'Verification', and 'Confirmation'.