

Peniel Holiness Association

Guide to setting up Automatic Donations

Thank you for making a commitment to regular, planned donations to Peniel Camp. By supporting the camp on a regular basis, you will help to ensure we can make our commitments throughout the year and plan for needed improvements.

This guide is designed to walk you through how to set up automatic payments on various banks mobile banking. If your bank isn't included here, the process is probably very similar. If you need assistance, feel free to contact a board member. We have people with banking backgrounds that can help you.

Setting up automatic payments will allow you to determine how much and how often a donation is sent to Peniel. The donation will continue to repeat at the timeframe you have set. You can log on to make changes anytime.

Here are the procedures:



Mobile

- Sign on to your Mobile App and select "Pay and Transfer"



- Select "Manage Recipients" and then "Bill Pay"

Manage recipients >

Manage recipients ✕

Bill pay >

- Select "Add Payee" and then type in "Peniel Holiness Association"

Add a payee

Cancel



Peniel Holiness Association |



[Add "peniel holiness association" manually >](#)


- Click "Add Peniel Holiness Association manually"

Payee name

Peniel Holiness Association

Account number (recommended)

Tell us your full account number. To pay a credit card, use the full number on the card.

 Is my account number called something else?



I don't have an account number for this payee. If you uncheck this box, we'll clear any info you added into Additional account info.

- Leave account number blank
- Check box that you don't have an account number for payee

Additional account info

Donations from Insert Family

Since you don't have an account number, this gives your payee more information.

- In additional info, just type "Donations from _____ Family"
- Click "Next"



Add a payee

Cancel

Please tell us your payee ZIP code

🔍 44240



We use the ZIP code to help us find your payee.



- Enter Zip Code as 44240
- Click Next



Add a payee

Cancel

We need some more info so your payment goes to the right place.

Payee name

Peniel Holiness Association

- Type in address information for the camp

Pay-to address

C/O Jody McCue

Line 2 (optional) (Apt #, Ste #)

422 Garrett St

City

KENT

State

OH

ZIP code

44240

Confirm address

- Click “Confirm Address” and add the payee to your list of payees
- Chase will show that payments will be sent via paper (mailed) check and delivered in 5 business days.
- Once the payee has been added, select to make a payment
- Turn on “recurring payment” slider



Set Up Recurring Payments

Cancel

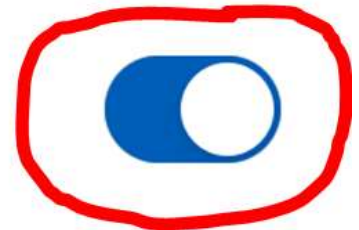
Payment amount

\$0.00

Delivery method 

5 business day paper check

Recurring payment



Pay from



Frequency

Monthly



Deliver by 

The 1st of each month



First payment date

Jul 01, 2024



- Select what account you want it paid from
- Select the frequency of the payment (EG – weekly, bi-weekly, monthly, etc)
- Select when you want the payment to be delivered. NOTE: Chase will send the payment from your account 5 business days BEFORE your delivery date. So, if you want the money to leave your account at the first of the month, set the delivery date to the 7th or 8th.
- Select the date you want the first payment to be delivered.

Duration

No ending date



Payment schedule (up to 6)



Message to recipient (optional)

Next

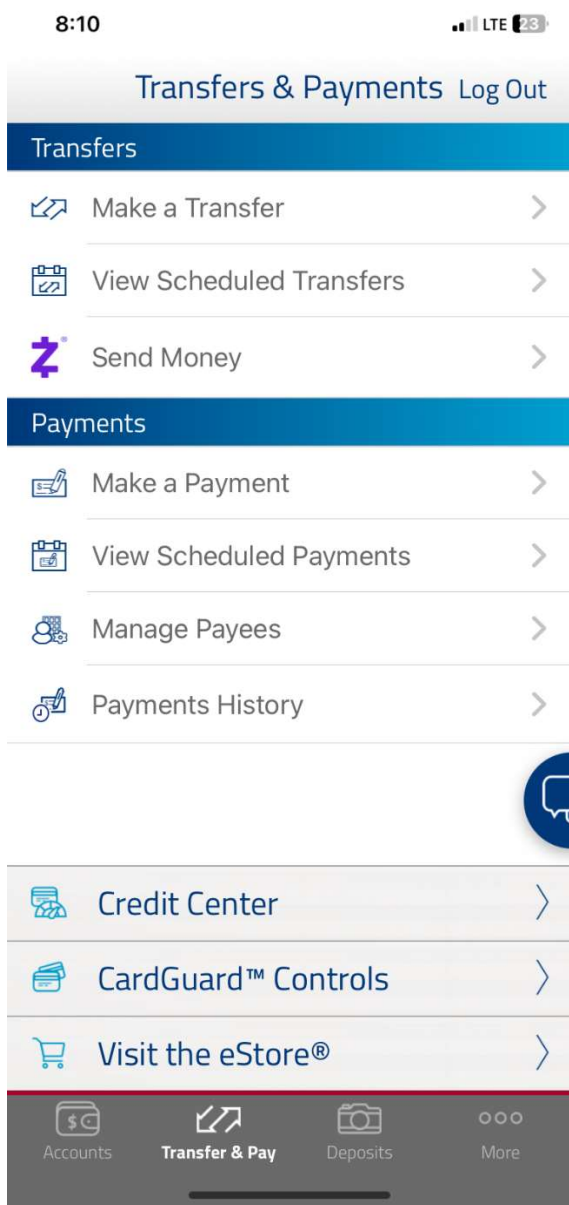
- Leave the duration set to “no ending date”
- Click Next
- A summary page will appear to allow you to review everything and check for accuracy.
- Once you have reviewed, click “Schedule Payments”

Schedule payments

- Your payments will begin on the date you set and repeat on the timeframe you have established.



Log on, then select transfers and payments, then Manage Payees



Add new payee

8:12 LTE 23

[←](#) **Manage Payees** [Log Out](#)

[+](#) Add New Payee [>](#)

A

AT&T Universal [>](#)
*99500

B

Banner Life Insurance [>](#)
*46343

Banner Life Insurance [>](#)
*46344

Banner Life Insurance [>](#)
*89731

Banner Life Insurance [>](#)
*89737





C

Chase Credit Cards [>](#)
*51501

D

Discover Card [>](#)
*49440

H

 Accounts  **Transfer & Pay**  Deposits  More

Type in Peniel Holiness Association, when it is not found, select add new payee manually.

8:13

LTE 23

Q Peniel Holiness Assoc  [Cancel](#)

Type the name of the Company or Person you want to add.



Add "company" address information

8:15 LTE 23

[←](#) **Add Company** [Log Out](#)

Company Name Peniel Holiness As...

Account Number Enter Acct Number

Add a Nickname for this Company Optional

Address Line 1 C/O Jody McCue

Address Line 2 422 Garrett St

City Kent

State Ohio >

Zip Code 4424

Phone Number 814-387-8438

[Continue](#)

Confirm information and ADD Company

4:25

LTE 69



Confirm Details

Log Out



You are about to add Peniel Holiness Association

Account Number

Segool Donations

Address

C/O Jody McCue, 422 Garrett St
Kent, OH 44240

Phone Number

814-387-8438

Edit

Add Company



Accounts



Transfer & Pay



Deposits



More

PENIEL is now added to your payee list. However, to do a scheduled payment, you have to set that part up on a PC. Scheduled payments can't be set up on the mobile app. The following are screenshots from a PC:

- 1. LOG ON**
- 2. Select Bill Pay**
- 3. Choose Peniel**
- 4. Input the amount and the “deliver by date”**



The screenshot shows a web interface for setting up a bill payment. On the left, there is a logo and the text "Peniel Holiness Associa..." with a link to "Details". The main form has three fields: "Pay From" with a dropdown menu showing "FNB DDA" and a redacted account number; "Amount" with a text input field containing "\$ 50.00"; and "Deliver By" with a date input field showing "07/26/2024" and a calendar icon. Below the "Deliver By" field, there is a "Rush Delivery" option. At the bottom of the form, there are three tabs: "Activity", "Reminders", and "AutoPay", with "AutoPay" highlighted in yellow.

- 5. Select “Autopay”**
- 6. Select “Set up Autopay”**
- 7. Select frequency and duration**
- 8. Input an email address for confirmation**

Manage AutoPay for Peniel Holiness Association

*ions

Pay From

FNB DDA [REDACTED] ▼

Amount

\$ 50.00

Memo

Donations from Blank Family

First Delivery Date (MM/DD/YY)

07/26/2024 

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

Frequency

About Frequencies >

Weekly ▼

i 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]

- Email me when my payment is pending
- Email me when the payment has been sent
- Email me before sending the last payment

Start Sending Payments >

Cancel >

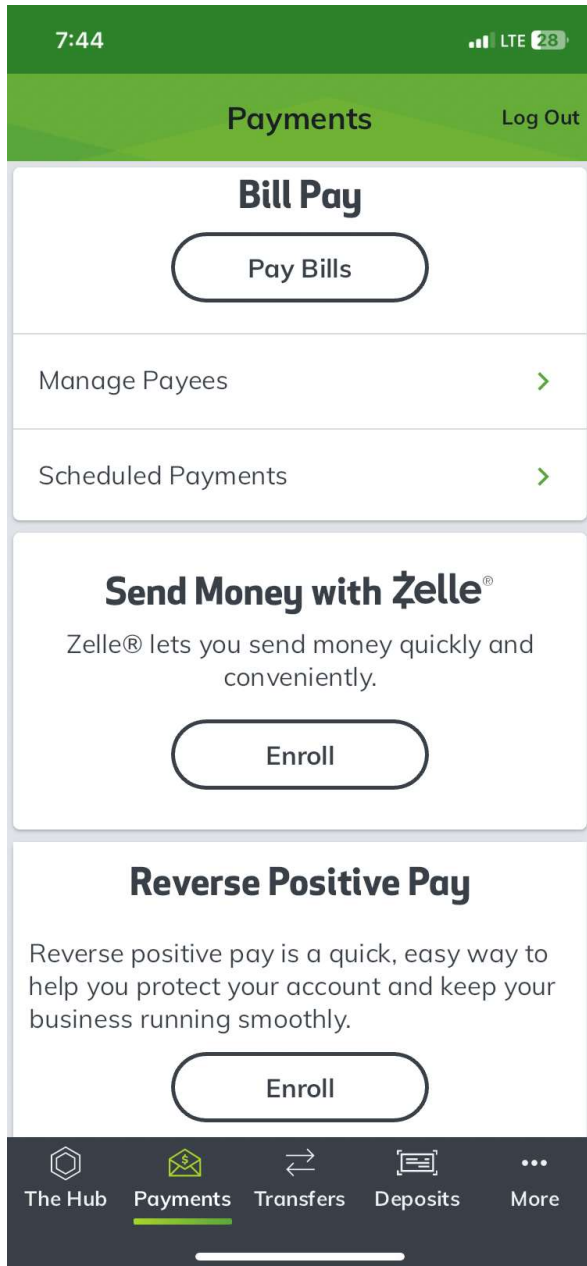
Click START SENDING PAYMENTS

Your automatic payment is set up.

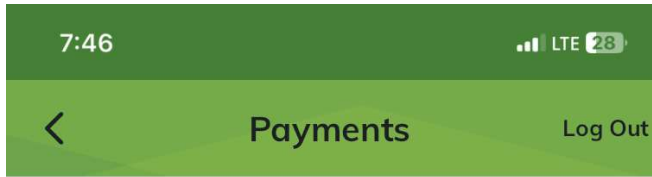
THANK YOU FOR SUPPORTING PENIEL!



Select Payments & Manage Payees



Select "Add New Payee" then add camp information and click NEXT



Add Payee

! Please correct 2 errors.

Payee Type

Company

Payee Name

Peniel Holiness Association

Payee Phone Number

(814) 387-8438

! Enter a phone number

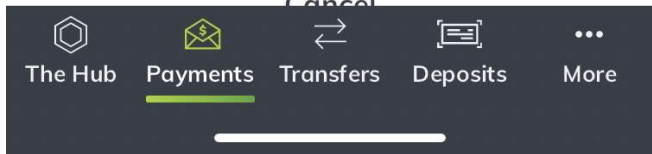
Your Account or Reference Number

Insert Family Donation

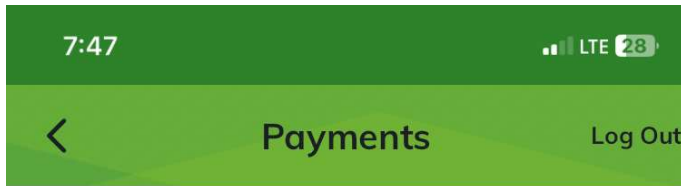
! Enter a valid account or reference number

Next

Cancel



Continue to add mailing information:



Address

A text input field with a light gray background and a thin border. It contains the text 'C/O Jody McCue 422 Garrett St'. A small 'x' icon is located in the top right corner of the field.

City

A text input field with a light gray background and a thin border. It contains the text 'Kent'. A small 'x' icon is located in the top right corner of the field.

State

A text input field with a light gray background and a thin border. It contains the text 'Ohio'. A small downward-pointing chevron icon is located in the top right corner of the field.

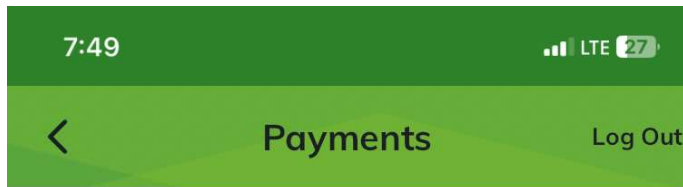
Zip

A text input field with a light gray background and a thin border. It contains the text '44240'. A small 'x' icon is located in the top right corner of the field.

Next



Review information and finish adding payee



Add New Payee - Review

422 Garrett St
Kent, OH 44240

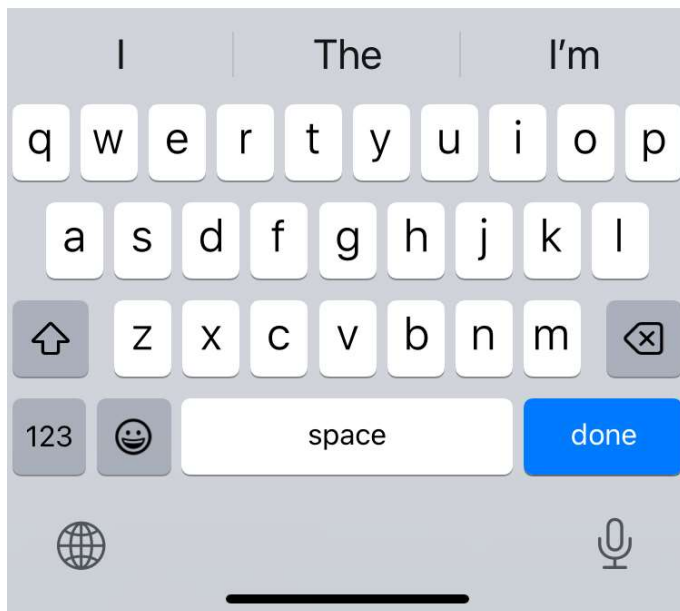
Phone Number: 814-387-8438

ACCT#:Insert Family Donation

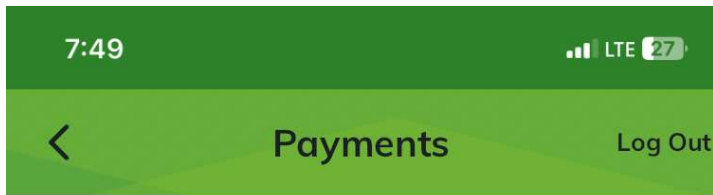
Attention (optional)

A text input field with a light gray background and a thin border. It contains the text "Jody McCue" and a small "x" icon in the top right corner for clearing the field.

Nickname (optional)

An empty text input field with a light gray background and a thin border. A vertical cursor is visible on the left side.

Payee has now been added!



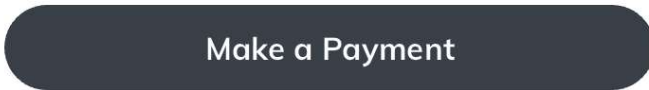
Payee Added

Your new payee has been successfully added.

Peniel Holiness Association

Delivery Method: Check (U.S. Mail)

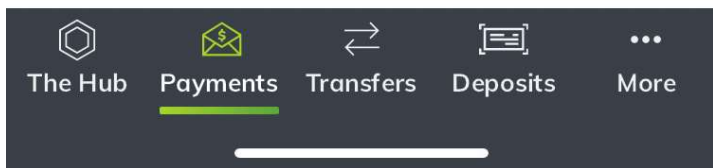
Send 5 business days in advance



[VIEW PAYEES](#)

[ADD NEW PAYEE](#)

[\[+\] GIVE FEEDBACK](#)



Schedule a bill to be paid: Select initial date, amount and frequency, set duration “until I cancel.”

7:51 LTE 27

< Payments Log Out

Pay Bills Payees Scheduled

Delivery Method: Check (U.S. Mail)
Takes 5 business days

Send On 06/20/2024 > Deliver By: 06/27/2024

Pay From HNB DDA *1353 >

Payment Amount \$100.00 ✕

Frequency Weekly ▾

If your selected payment date occurs on a holiday or weekend, it will be delivered one business day later.

Duration Until I Cancel ▾

Your last payment will be sent on or before the end date.

The Hub Payments Transfers Deposits More

Confirm and Schedule Payment

7:51 LTE 27

< Payments Log Out

Pay Bills Payees Scheduled

Weekly

If your selected payment date occurs on a holiday or weekend, it will be delivered one business day later.

Duration

Until I Cancel

Your last payment will be sent on or before the end date.

Memo (Optional)

Optional

Schedule Payment

[Payment Information & Cut-Off Times](#)

[Online Services Agreement](#)

The Hub Payments Transfers Deposits More

Payments will begin on the date you specified and continue that way until you cancel or change. THANK YOU FOR SUPPORTING PENIEL!



Mobile

- Log in and select “Pay & Transfer”

Pay & Transfer

Deposit a Check

Make a Transfer

Make a Payment

Pay a Bill

Zelle®

Activity



- Select "Pay a Bill"

Pay a Bill



Pay Bills

Scheduled

Payees

Pay From:

Key Express Checking - [REDACTED] Available Balance

- Select "Add Payee"

Payee:

☰ Who are you looking for?

Enter nickname, name, or account number.

[Add a Payee](#) (+)

- Type in "Peniel Holiness Association," then select to add manually

Add a Payee

Use the search to find your payee or add them manually.

 Peniel Holiness Association

Add "Peniel Holiness Association "
Manually



- Fill in mailing information:



Add a Payee



Peniel Holiness Association

Account Number

Optional

Address *

C/O Jody McCue

Apartment, Suite, etc.

422 Garrett St

City *

Kent

State *

OH



ZIP *

44240

Phone



Optional



- Then “review payee details” and “add payee”

- Now select “pay a bill” and choose Peniel from your payees

Pay a Bill



Payee:

Enter nickname, name, or account number.

- Input your amount, choose “send later” for the date and then select the date you want the first payment to be sent.

Amount:

Send On:

Date:

- Select your frequency (weekly, bi-weekly, etc)
- Select for payment to continue until you cancel it.

Estimated Delivery: 06/26/2024 

Frequency:

Weekly 

End On:

Until I Cancel 



- Select “review payment” and check the details to make sure everything is correct.
- Click “Make Payment”
- Your repeating donation is set up. This can be edited/changed anytime you wish. THANK YOU FOR SUPPORTING PENIEL!