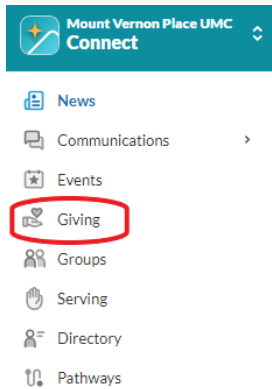


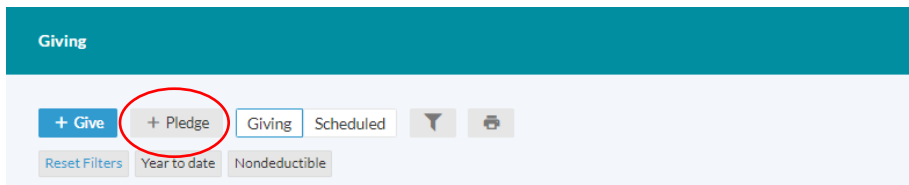
# INSTRUCTIONS FOR MAKING A PLEDGE

1. Go to [www.onrealm.org/mvpumc](http://www.onrealm.org/mvpumc) and login (if you need help, please call the church office at 202-347-9620 or email [churchoffice@mvpumc.org](mailto:churchoffice@mvpumc.org))

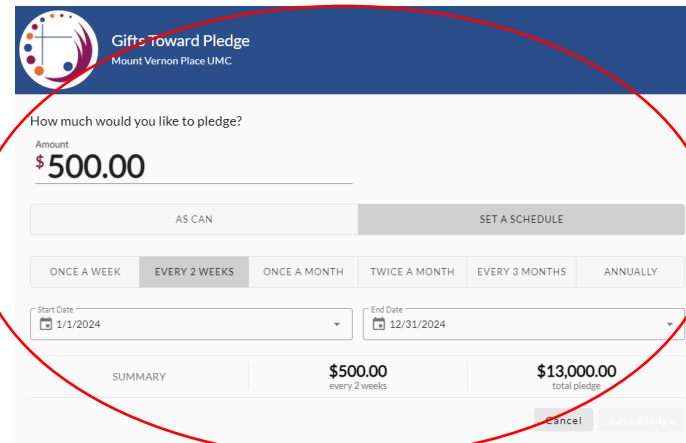
2. Click on “Giving”



3. Click on “+ Pledge”



4. Enter your pledge amount and frequency (double-check the total in the bottom right to be certain it is accurate).



Gifts Toward Pledge  
Mount Vernon Place UMC

How much would you like to pledge?

Amount  
**\$500.00**

AS CAN SET A SCHEDULE

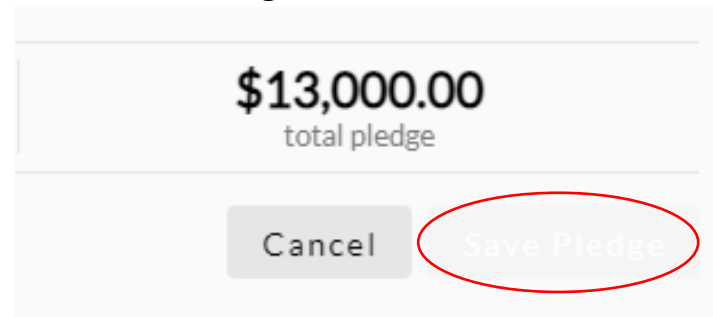
ONCE A WEEK **EVERY 2 WEEKS** ONCE A MONTH TWICE A MONTH EVERY 3 MONTHS ANNUALLY

Start Date: 1/1/2024 End Date: 12/31/2024

SUMMARY	<b>\$500.00</b> every 2 weeks	<b>\$13,000.00</b> total pledge
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Cancel Save Pledge

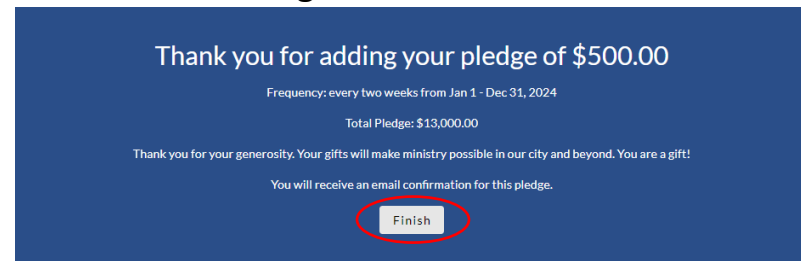
5. Click “Save Pledge” (NOTE: It appears faint gray, but is still clickable)



**\$13,000.00**  
total pledge

Cancel **Save Pledge**

6. Confirm Your Pledge Details and Click on “Finish”



Thank you for adding your pledge of \$500.00

Frequency: every two weeks from Jan 1 - Dec 31, 2024

Total Pledge: \$13,000.00

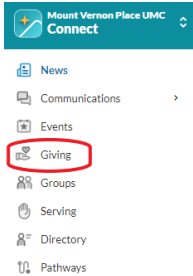
Thank you for your generosity. Your gifts will make ministry possible in our city and beyond. You are a gift!

You will receive an email confirmation for this pledge.

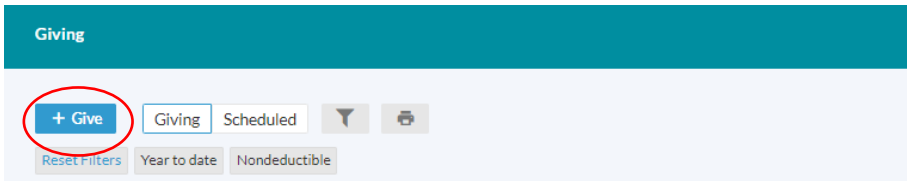
**Finish**

# INSTRUCTIONS FOR ESTABLISHING SCHEDULED ONLINE GIVING

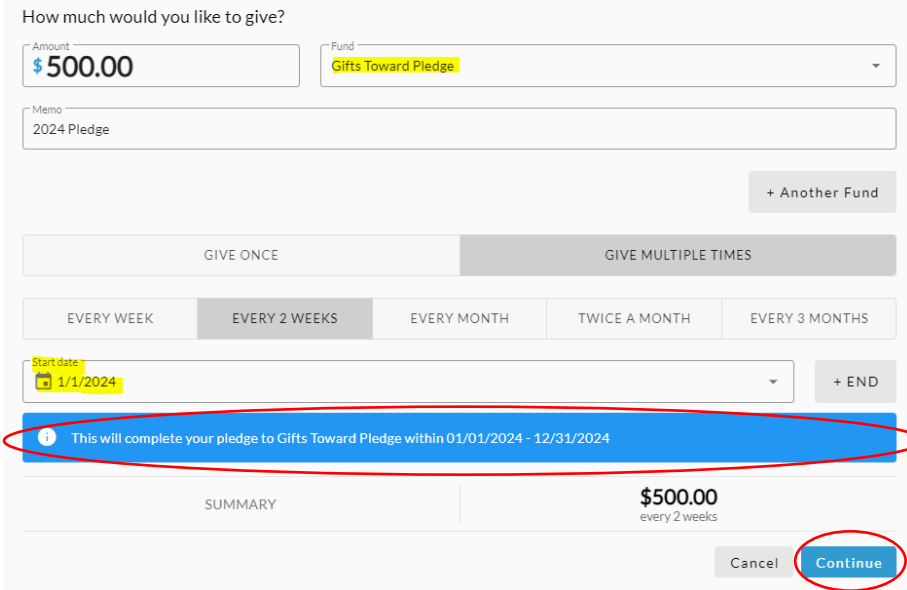
## 1. Click on “Giving”



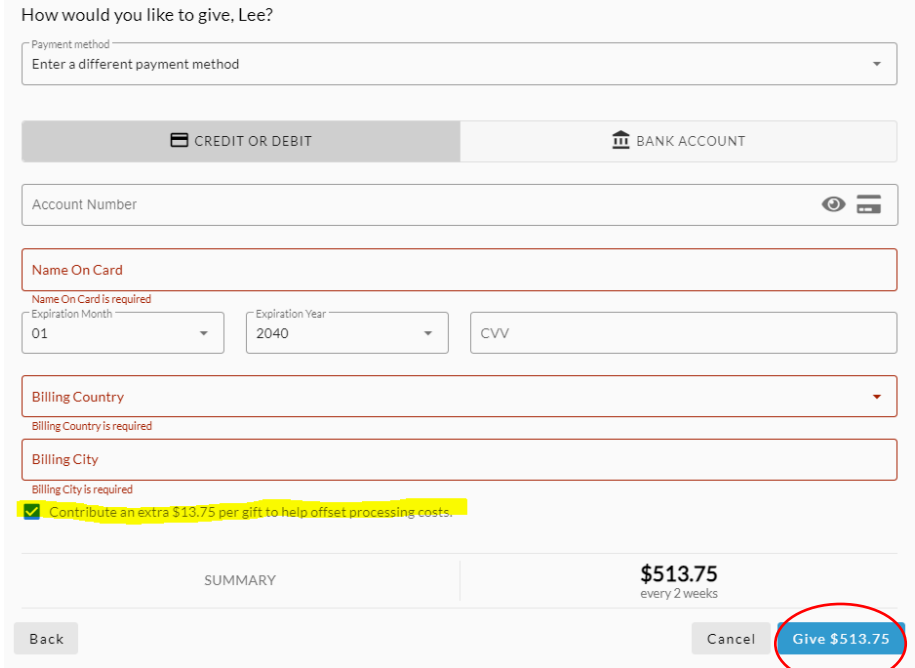
## 2. Click on “+ Give”



## 3. Enter Giving Plan Information & Click “Continue”



## 4. Enter payment information, consider selecting the option to help with “Processing Costs” and press “Give \$\_\_\_\_\_”



### A FEW HELPFUL NOTES:

- If you don't know if you have a Realm account, please go to [www.onrealm.org/mvpumc](http://www.onrealm.org/mvpumc) and press the forgot password button.
  - Password resets are good for 24 hours – please move quickly if you have requested a password reset.
  - If you know you have never logged into any MVPUMC account, please email [churchoffice@mvpumc.org](mailto:churchoffice@mvpumc.org) for an invitation.
  - Sometimes the Realm invite will land in your Junk or Spam folder – please look there!
  - Please confirm the total pledge amount at the bottom right corner is what you intended and adjust how frequently your gift is to be given if it is not.
  - Be sure when scheduling your giving to your pledge that it says “Gifts Toward Pledge” in the “to” field.
  - If you intend to pledge and give online, you must enter both. Simply entering your pledge DOES NOT also schedule your payments.
  - When setting up ONLINE GIVING be sure to select “Gifts Toward Pledge” in the “Fund” line and be sure to select “1/1/2024” in the “Start date” line and to add “12/31/2024” to the “+END” line. If you have successfully input the same amounts as your pledge and selected the correct fund and start date, you will see a box that indicates that “This will complete your pledge to Gifts Toward Pledge within 01/01/2024 – 12/31/2024.”
- IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH YOUR REALM LOGIN, PLEASE CONTACT ONE OF OUR TEAM MEMBERS AT 202-347-9620 or [CHURCHOFFICE@MVPUMC.ORG](mailto:CHURCHOFFICE@MVPUMC.ORG).