

Church Community Builder (CCB) – Give Online

To set up a new User Account, go to: thesummit.ccbchurch.com

- Click “Sign Up”, Choose a Campus. Click Continue
- Enter your first & last name, email & contact phone, then click submit.
- Go to your email account. Find the “New Login” email from The Summit.
- Open the email. Click on your email link to set up your password.
- Entering and Confirming your password will take you to a fresh login screen
- Enter your email & password to login to your new account

1. **Give Logged Out:** Click “*Give Online*” at the top right of the login page

- Choose your Campus & click continue.
- Enter the amount and the account, and billing information
- Fill out Debit or Credit Card information. (Checking is not an option here)
- Click Submit on the lower right when finished

2. **Give Logged In:** Click on “*\$Give*” in the left menu bar or top right. Your Campus is already set.

- Select Checking Account OR Bank/Credit Card
- Note: The Checking Account option will save the church 44% in processing fees.
- Enter the Amount and Account you are giving to
- Enter your checking information or card information
- You may choose to save your financial information for future use
- Click Submit on the lower right when finished

(Optional)

Repeating Gift Setup in CCB:

- Once you are logged in at thesummit.ccbchurch.com, click the ***\$Give*** tab on the left.
- Choose Repeating Gifts: Checking Account OR Bank/Credit Card
- Note: The Checking Account option will save the church 44% in processing fees.
- Enter the Amount and Account you are giving to; the frequency and start date
- Choose Continue Until I change the schedule OR Choose a limited Number of contributions
- Verify that your Billing Information is correct
- Enter your checking account information or debit/credit card information
- You may choose to save your information for future use
- Click “Submit” on the lower right when finished

To See Repeating Gifts which have already been set up

- Login and go to the Financial Tab in your profile
- Repeating Gifts are at the bottom of the page
- To Stop Repeating Gifts, find the stop sign to the right
- Click on the Stop sign to cancel the repeating gift.