

1) Enter \$1 Select "One Time" & Press Next

2) Set up Subsplash Account by entering

- Name
- Address
- Email
- Set a password
- Press Sign-Up

3) Confirm email:

- Go to the email account you used to get code.
- Go back to Subsplash giving
- Enter code from email and press "Next".

5) Select "Link Bank Account" and fill out form including:

- Name on Account
- Routing #
- Account #
- Click "Link"

6) Box will pop up:

Within 1-3 business days you will see two separate micro deposits of less than \$1.00 on your bank account. The micro deposits will be labeled "Subsplash" from Subsplash Wallet. The verification deposits will then be withdrawn within 3 business days, even if you do not verify your account.

Press "Okay, got it!"

7) Check your online bank account after 24 hours and see if micro deposits from Subsplash are showing.

8) When you have amounts of those micro deposits, go back into your Subsplash from the Washington Cathedral website "Give" page.

- Repeat Step #1 above.
- Click on "Unverified" box next to your account # and fill in amounts of micro deposits
- Then click on "Verify"
- In Account Verified Box click "Next"

9) Your Bank account is now linked and you can set up your ACH recurring transaction.

10) To enter your transaction.

- Change amount to correct amount

- Choose frequency of recurrence (ie Monthly, Weekly, etc)
- Click on date to change to date you want transaction to begin.