

# BREEZE ACCOUNT SET-UP INFORMATION

St. Paul's is transitioning to a new database program called Breeze for membership information and online giving. Please make the transition to Breeze before August 31. **Current online giving (PushPay and eGiving) will be discontinued August 31, 2023.**

If you have not already done so, please contact the church receptionist at [office@stpaulsrochester.org](mailto:office@stpaulsrochester.org) for an email invitation that says "Create Your St. Paul's United Methodist Church Account." You may request a paper information sheet from the church office which the office will use to create/update your church profile for you. Church phone: 248-651-9361.

## TO CREATE A NEW ACCOUNT:

- Look for the invitation to join Breeze in your email
- Click on the link and create a username and password to access your account.
- If your account was successfully created, the *Account Created* screen will appear with a "Login Box" and you will also receive a confirmation email.
- Click "Login" and the Breeze dashboard screen should open.
- **Recommendation:** Bookmark this "Dashboard" page for easy access!
- [Dashboard | Breeze \(breezechms.com\)](https://breezechms.com) or <https://stpaulsrochester.breezechms.com>

Helpful Video: [Member Tutorial Video - Breeze Church Management \(breezechms.com\)](#)

## TO MANAGE BREEZE ONLINE GIVING OR MAKE A ONE-TIME DONATION:

- Once signed-in to Breeze, click on the "Give Now" link at the main menu bar.
- Fill in the dollar amount.
- Choose to pay by credit/debit card or ACH Bank Transfer and fill out your information.
- **NOTE:** As with any online giving service, there are bank fees. The church covers these fees, but you may choose to cover these fees with your donation. Also, it is recommended that you use an ACH Bank Transfer if able as it is a cheaper service.
- Select the fund that you want your donation to go to. Default is our church general fund.
- Select the frequency of the donation.
- Click "Donate Now"
- **NOTE:** Payment methods are saved in your account for future use. You can remove them by accessing the "Payment Methods" tab and clicking the "X".
- **NOTE:** Any payments you made that are recurring can be edited in the "Recurring Gifts" tab.

## CLOSING ON AUGUST 31, 2023 ONLINE GIVING WITH PUSHPAY AND ACS E-GIVING:

- Those who use Push Pay, you can easily log into their account and cancel your recurring payment.
- Those who use ACS E-Giving, you will have to log into your account, go to "My Scheduled Giving", click on *red "X"* on the far right.
- **Please complete this cancellation by August 31.** The finance department has already been transferring your giving into Breeze.

If you have problems with closing or opening your online giving, contact Kaye Thornton by email at [Finance@stpaulsrochester.org](mailto:Finance@stpaulsrochester.org).