

Far East Broadcasting Company--Chinese Ministry

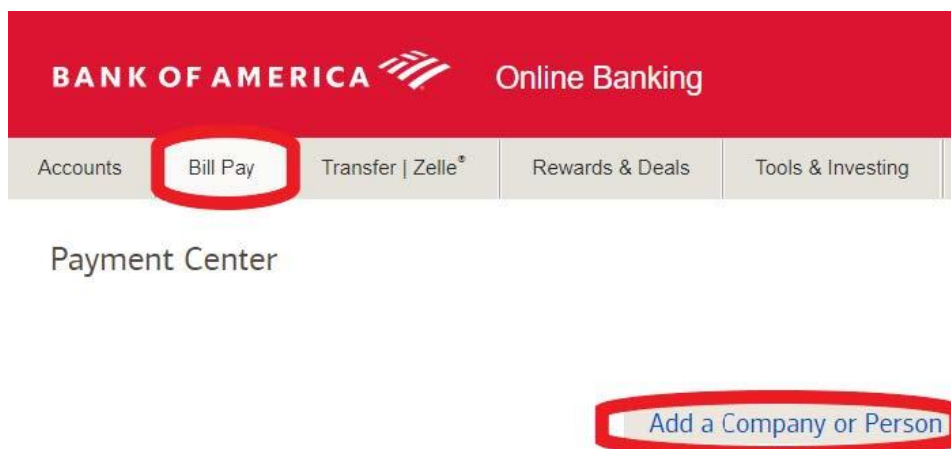
Online Contribution Instructions for Bank of America



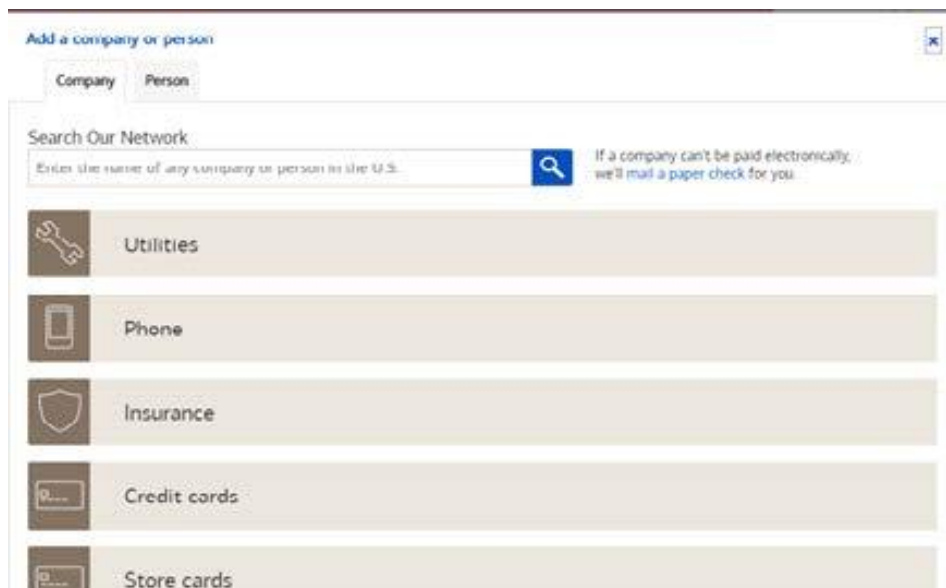
The instructions below show how to contribute to Far East Broadcasting Company--Chinese Ministry through online banking. Please keep in mind that the financial institution can change the user interface, and the example below is for illustration purposes only.

Setting up FEBC-CM as a payee

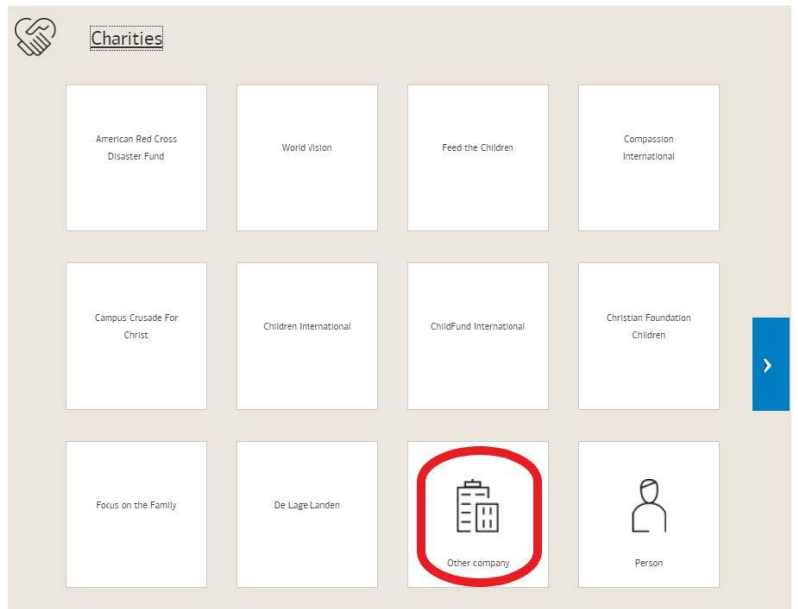
1. Go to the website of your financial institution, and log into your personal bank account. Then, select "Bill Pay."



2. Select "Add a Company or Person"



3. Scroll down to select “Charities,” and then select “Other Company.”




4. Enter the following before clicking on the “Add” button.

- Under Company Name, enter “FEBC-CM.”
- For the Account Number, enter your name as shown on your check.
- Enter FEBC-CM Address: P.O. Box 2157, La Habra, CA 90632
- Phone Number: (562) 947- 4659

[Add a company or person](#) ✕

Company Person


Other company

Company Name

Account Number

Nickname (Optional)

Address Line 1

Address Line 2 (Optional)

City

State

ZIP Code
 -

Phone Number
 -

Mobile Number (Optional)
 -

Email Address (Optional)

5. Now you are set up for Online Offerings with “Request eBills” as shown below.

The screenshot shows the 'Request eBills' interface for a payment to FEBC-CM. At the top, there are tabs for 'Activity', 'Reminders', 'AutoPay', and 'eBills'. The 'Amount' field is set to '\$' and the 'Deliver By' date is '03/27/2020'. Below these fields, there is a link for 'Add Memo/Note'. At the bottom, there is a checkbox for 'Always show Make Payments' and a blue 'Make Payments' button.

6. Next, fill in the donation information before selecting “Make Payments.”

- For “Amount,” enter the donation amount.
- Select “Delivery By” date. Note that the payment date may be later when the eBill is initially set up.
- Select the date by clicking on the Calendar icon next to the “Deliver By” box.
- Click on “Add Memo/Note” and in “Memo Printed on Check,” enter the designation for your offering. For example, General Fund, Family Ministry, Program Production, Overseas Broadcast, Liangyou Theological Seminary, etc.

The screenshot shows the 'Request eBills' interface with the donation information filled in. The 'Amount' field is now '\$ 100.00' and the 'Deliver By' date is '03/27/2020'. The 'Memo Printed on Check' field contains 'General Fund' and has a note '20 characters remaining'. Below this is a 'Note to Self' field. At the bottom, there is a checkbox for 'Always show Make Payments', a 'Total: \$100.00' and '1 Payment' summary, and a blue 'Make Payments' button.

Automatic Payment

1. Your online bank may have the option to make automatic recurring payments. The following steps may vary significantly between banks.

First, find the option to set up automatic payments.

Request eBills
Last Payment: [REDACTED] Activity Reminders AutoPay eBills

FEBC-CM
[REDACTED]
[Details](#)

Amount: \$ [REDACTED] Deliver By: 03/27/2020 [Calendar Icon]
Earliest Payment Date: 03/27/2020

[Add Memo/Note](#)

Last Payment: None in 6 months [REDACTED]
Next Scheduled Payment: 3-27 [REDACTED] Activity Reminders **AutoPay** ←

Always show **Make Payments** **Make Payments**

2. From Request eBills, select “AutoPay” at the bottom and then select “Set Up AutoPay.”

Request eBills
Last Payment: [REDACTED] Activity Reminders AutoPay eBills

FEBC-CM
[REDACTED]
[Details](#)

Amount: \$ [REDACTED] Deliver By: 03/27/2020 [Calendar Icon]
Earliest Payment Date: 03/27/2020

[Add Memo/Note](#)

Last Payment: None in 6 months [REDACTED]
Next Scheduled Payment: [REDACTED] Activity Reminders **AutoPay**

Never Miss a Payment
Avoid the hassles of missing payments or scheduling them one at a time. Pay a set amount on a regular schedule or make payments based on your statement amount and due date by enrolling in eBills (eBills are only available for some payees). Your payments are automatically scheduled as soon as the previous one is delivered.

[Set Up AutoPay](#) ←

Always show **Make Payments** **Make Payments**

3. Next, enter the information below before selecting “Start Sending Payment.”

- **Amount**
- **Memo**
- **First Delivery Date**
- **Frequency**
- **Duration**

Once done, confirm, and now the automatic payment is successfully set up.

Manage AutoPay for FEBC-CM ✕

██████████
██████████

Pay From
CLASSIC INTEREST CHECKING ██████████

Available Balance: ██████████
Earliest Payment Date: 03/27/2020

Amount
\$

Memo

First Delivery Date (MM/DD/YY)
03/27/2020

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

Frequency [About Frequencies](#)

Duration

Email Notifications
Email Address ██████████

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