



# Blackbaud MobileMission FAQs and Detailed Steps

## What is MobileMission?

MobileMission is our church giving app, which is powered by our church management technology provider, Blackbaud. MobileMission allows you to give tithes, offerings, and other gifts from your checking account, a debit or credit card, ApplePay, Visa Checkout, or Masterpass.

## How do I get started with MobileMission?

Simply go to the Apple App Store or Google Play Store on your mobile device, search for “MobileMission,” and then download the app. From the app, you’re prompted to create a login and find your church.

## Why do I need to sign in to give using MobileMission?

When you create a login, your contact information is saved for the next time you make a gift.

To make repeated giving quick and easy, you have the option to securely save payment information to avoid entering your credit or debit card numbers each time you give through the app.

By signing in with an account, it’s easier for your church to track your offering in their church management system

## What is a Blackbaud ID?

If you have a Google account, you can use those credentials to log into MobileMission. If you have a different type of email account, you can use it to create a Blackbaud ID to log in. **Please use the email address we already have on file for you in the church office.**

## Will I receive a confirmation receipt when I give using MobileMission?

Yes! You will receive an email confirmation receipt whenever you make a gift via MobileMission.

## Is MobileMission secure?

Yes! MobileMission is an extremely secure way of giving. No credit card information is stored on your mobile device – instead it’s stored on servers where the information is encrypted and protected. If you lose your mobile device, no gifts can be made in MobileMission without your passcode or fingerprint.

## Who do I talk to if I have additional questions about MobileMission?

Contact the church office at 215-643-4977, or email us at [technology@bbc4christ.org](mailto:technology@bbc4christ.org), and we would be glad to answer any additional questions.

# Detailed Instructions for the MobileMission App

1. Go to the Apple App Store or Google Play Store on your mobile device and search for "MobileMission"
2. If the app is compatible with your device you will find the app and then Install the app. If you don't find the app or have problems downloading the app you can use the online giving form at <https://bbc4christ.org/new-online-giving-form/>.
3. Open the app, and you're prompted to **create a Blackbaud ID to login**. If you have a Google account, you can click on "Sign in with Google". If you have a different type of email account, you will **click on "Don't have a Blackbaud ID? Create a new one." Please use the email address that received this email notification for your Blackbaud ID.**
4. Enter your email address, password, First name, and Last name and click on "Sign up."
5. When prompted to find your church, search for Bethlehem and you'll find Bethlehem Baptist Church. Click on Bethlehem Baptist Church.
6. Click on "Sign in with your account"
7. Enter your Blackbaud ID and password and click on "Sign in"
8. Click on "Give Securely"
9. Enter the Gift amount, select the Fund, Select Credit Card or Direct Debit for the Payment method, select the Frequency (one-time gift or **recurring gifts options such as Weekly, Every two weeks, and Monthly are available**).
10. For recurring gifts, you will be asked to select a date for the Recurring payments to start on.
11. Enter Comments as appropriate to provide more clarity if needed.
12. Click on "Give Securely". If Direct Debit is selected you will be prompted to Complete Payment by filling in the bank information. If Credit Card is selected you will be prompted for your Payment Method (Pay by card or by wallet) and need to fill in the contact and billing info, and then click on continue to payment. Enter the card information and then click on "Finish and pay" to complete the payment.
13. Repeat steps 8-10 for each fund, due to only 1 fund per transaction.
14. If you'd like to store your payment information, click on the menu bar in the top left corner and click on "Payment Methods".
15. Then click on "Add payment method" and enter the requested info for the payment method for the Credit Card or Direct Debit from your bank.

Note: The fees incurred by BBC are 2.60% plus \$0.26 on all card transactions, regardless of the card brand and \$0.75 for direct debit bank withdrawals.