

# HOW TO USE REALM FOR PAYMENT PROCESSING:

Whether you are a guest to our Realm system or already registered, visit <https://onrealm.org/christchurchcolumbia/give/fleamarket> for our payment portal.

CHRIST CHURCH  
WOCC

Christ Episcopal Church 2024 Flea Market  
ONLINE PAYMENT PORTAL  
Please fill out the fields to process your space registration, to pay for items, or to donate to the WOCC.  
Email us at [wocc@christchurchcolumbia.org](mailto:wocc@christchurchcolumbia.org) if you have any questions.

How much would you like to give?

Amount  Fund

Memo

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

Gift date

SUMMARY **\$0.00**  
total

Continue

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## STEP ONE

When you click the above link, a secure page will open. If you've registered with our Realm database before and are logged in, your name will display in the top right corner. If it says "Sign In", you can do so here. Guests or unregistered users can simply complete the rest of this page.

Fill in the "Amount" field, select whether it is a one-time payment (for purchasing your Flea Market items) or a recurring donation or gift to Christ Church (thank you!), and input your email address if you're a guest or not currently logged in to Realm.

Then hit the "CONTINUE" button in the bottom right corner.

Welcome, [redacted]

How would you like to give, [redacted] ?

CREDIT OR DEBIT  BANK ACCOUNT

Account Number

Name On Card

Expiration Month  Expiration Year  CVV

Billing Address 1  Billing Address 2

Billing City  Billing State  Billing Postal Code

Save for future use.

Contribute an extra \$0.30 to help offset processing costs.

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## STEP TWO

If you wish to process using a credit or debit card, complete the appropriate fields, and provide your card's billing address.

At the bottom left, you can select to have our secure system retain your information for future use.

**\*\*\*You can also ensure that every bit of your payment goes directly to Christ Church by clicking the second left-side box. This displays the card and financial processing fees for your amount (typically around 3%) and adds this to your total.\*\*\***

Click the pink box in the lower right corner when you have completed this page. This box will display your total.

The screenshot shows a web form titled "How would you like to give, [redacted] ?". At the top right, it says "Welcome, [redacted]". There are two tabs: "CREDIT OR DEBIT" (selected) and "BANK ACCOUNT". Below the tabs are input fields for "Routing Number" (with an information icon) and "Account Number" (with a menu icon). A "Billing Name" field is below that. Then "Billing Address 1" and "Billing Address 2" fields. Below those are "Billing City", "Billing State" (a dropdown menu), and "Billing Postal Code" fields. There are two checkboxes: one checked for "Save for future use." and one unchecked for "Contribute an extra \$0.10 to help offset processing costs." At the bottom left is a "Back" button, and at the bottom right is a pink "Give \$" button. The footer contains "POWERED BY REALM" on the left and "Terms and Conditions Privacy Policy" on the right.

Alternatively, if you'd prefer to contribute by using your banking information, select the "BANK ACCOUNT" tab on the top bar. This will allow you to securely input your bank's routing and account number, as well as your billing information. Then select the appropriate "Save for future use" and "Contribute..." boxes (typically around 1% for these transactions), and then click the pink box in the lower right corner when you're finished.

## THAT'S ALL!

You will immediately receive a confirmation notification on your screen, and an email to the address that you've provided (registered Realm users will receive the email at the email account that's listed on your Realm profile). If you do not receive the confirmation email within 24 hours, please email [wocc@christchurchcolumbia.org](mailto:wocc@christchurchcolumbia.org)