

**NEW COVENANT**  
UNITED METHODIST CHURCH

# **Website Registrations**

## How To Make a Payment

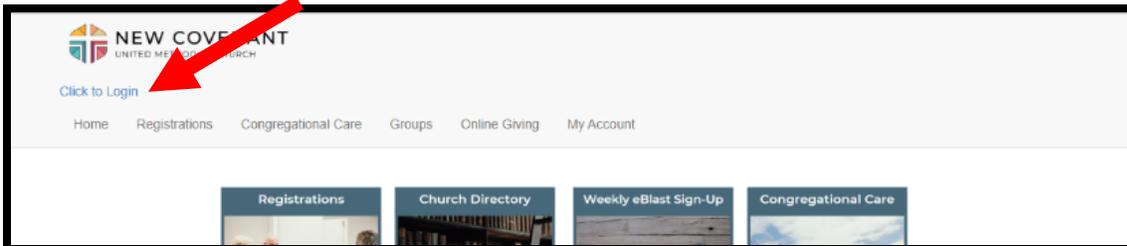
**Dawn Chadwick**

Technology Support Coordinator  
New Covenant United Methodist Church  
(352) 750-4529 ext. 262  
[dchadwick@ncumcfl.com](mailto:dchadwick@ncumcfl.com)

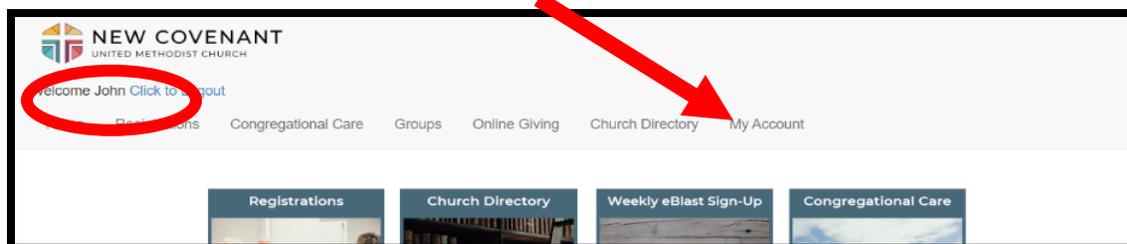
These steps require that you have an account for Portal. If you do not have an account, then you will need to register for one before continuing [Click Here to Register for an Account](#). Instructions on registering are also provided on the FAQs page of Portal [Click Here to Go to FAQs](#).

1. Go to Portal: **ncumcweb.myshelby.org**

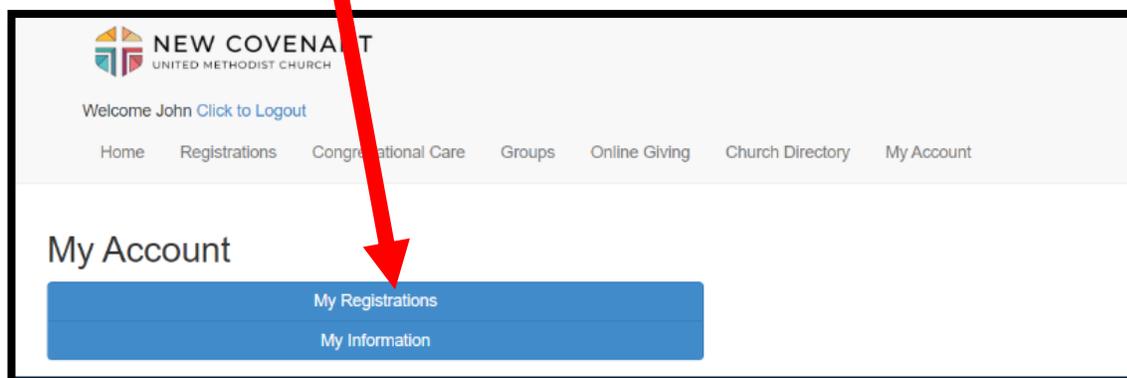
2. Click on the blue “Click to Login.”



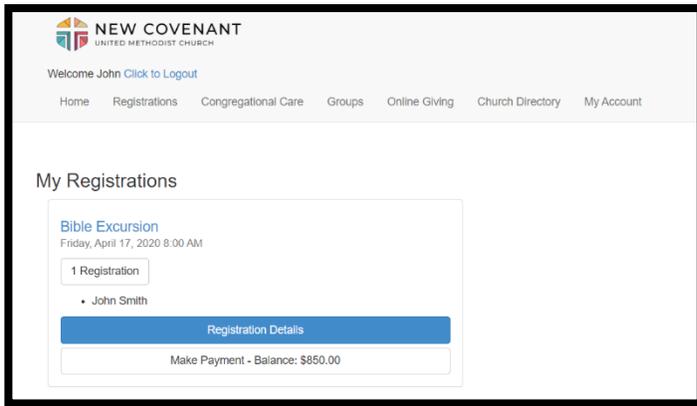
3. Once logged in click on “My Account” in the menu bar.



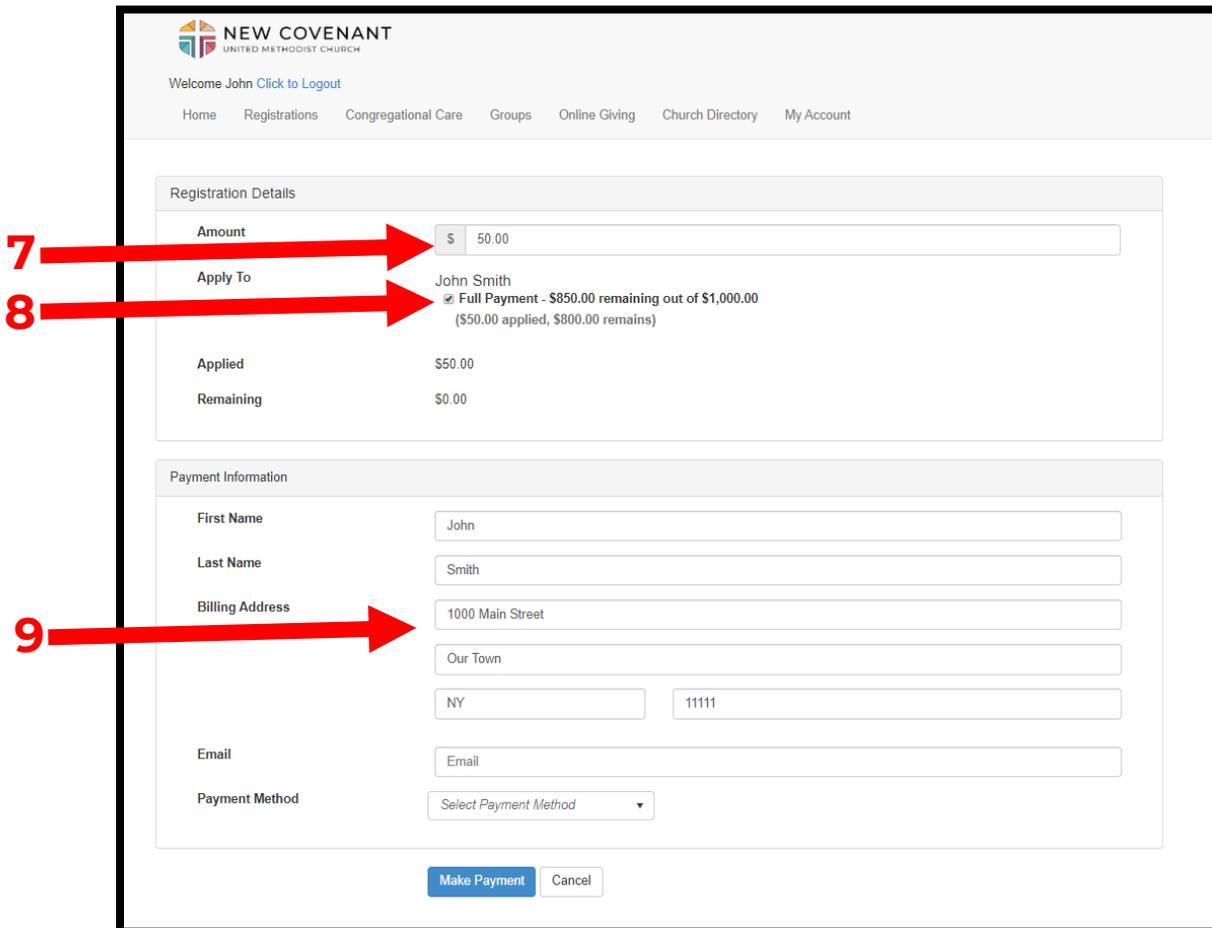
4. Click on ‘My Registrations.’



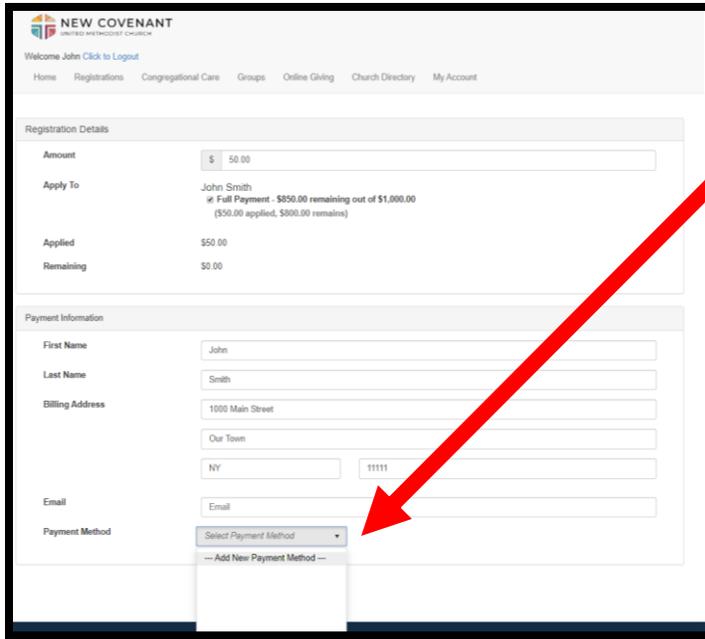
- Anything that you are registered for in the future will appear on this page, along with the Name, Date, Time, and who is registered. You will see that there are (2) choices, "Registration Details" and "Make Payment – Balance \$\_\_\_\_."
- Click on "Make Payment – Balance \$\_\_\_\_."



- Enter the amount you would like to pay.
- Check the box next to the Cost/Fee(s) you want your payment applied to.
- Make sure that your address is your billing address that matches the form of payment you are going to use.

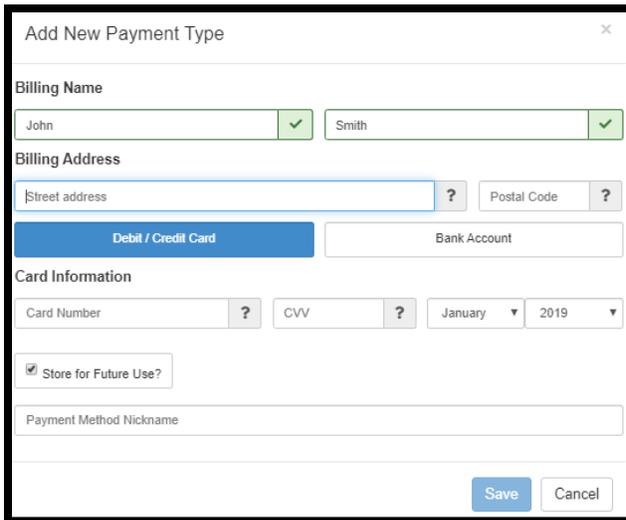


10. Select the arrow next to *Select Payment Method*. Click on *Add New Payment Method*.



The screenshot shows the 'NEW COVENANT' website interface. The top navigation bar includes 'Home', 'Registrations', 'Congregational Care', 'Groups', 'Online Giving', 'Church Directory', and 'My Account'. The main content area is divided into two sections: 'Registration Details' and 'Payment Information'. The 'Registration Details' section shows a registration amount of \$50.00, applied to John Smith, with a remaining balance of \$0.00. The 'Payment Information' section includes fields for First Name (John), Last Name (Smith), Billing Address (1000 Main Street), City (Our Town), State (NY), and Zip Code (11111). The 'Payment Method' dropdown menu is open, showing 'Select Payment Method' and 'Add New Payment Method'.

11. Enter your information for your Credit/Debit or Bank Account. We accept all major Credit Cards w/AMEX, Discover, VISA, and Mastercard logos, however some prepaid/gift cards may not authorize. If using a checking/savings account, select the button “Bank Account.”



The screenshot shows the 'Add New Payment Type' dialog box. It has a title bar with a close button. The 'Billing Name' section has two input fields: 'John' and 'Smith', both with green checkmarks. The 'Billing Address' section has a 'Street address' field with a question mark icon and a 'Postal Code' field with a question mark icon. Below the address fields are two buttons: 'Debit / Credit Card' (highlighted in blue) and 'Bank Account'. The 'Card Information' section has 'Card Number' and 'CVV' fields with question mark icons, and a date selector set to 'January 2019'. There is a checked checkbox for 'Store for Future Use?' and a 'Payment Method Nickname' field. At the bottom right are 'Save' and 'Cancel' buttons.

12. By default, the box “Store for Future Use?” is checked. This is a feature that will save your payment information, so that the next time you log in to make a payment, or if you do Online Giving, you can use this information again, without having to re-enter it. Enter a nickname in the field below it such as; Visa, or Wells Fargo Debit Card... something you would recognize. If you DO NOT want your payment information stored for future use, uncheck the box.
13. Click (Only ONCE) on “Save.” Now in the dropdown box you should see the payment method you just entered.
14. Click (Only ONCE) on Make Payment. Processing can take up to 20/30 seconds, so please make sure to only click once. Clicking multiple times can cause your account to be charged multiple times. Once the confirmation screen appears, you can log out of your account.