

## Step by Step on how to submit project funds through Funding the Mission

1. Log into your church account on Funding the Mission <https://ftm.nazarene.org/>
2. Click on the gift icon



3. Click on **GTS Contribution**



4. Click on the arrow at the end of the Fund line

A horizontal dropdown menu with the word "Fund" on the left and a small downward-pointing arrow on the right. An orange arrow points to the dropdown arrow.

5. A **drop-down menu** will appear, click on “Search for Additional Project”



6. You can click on the **Search for Mission Project button** or you can enter in the **project number** or **name** and click search. It will appear under the Description Project Code section.

A search form with a light blue header containing the text "Search for Mission Project". Below the header is a white input field with the placeholder text "Mission/NCM Project Name or Project Code" and an orange "Search" button on the right.

Support for **NCO Pastor Trevor Johnston** is

Project - **153839** Northern Europe - BISD - Healthy Churches Development.

To pay for **shipping Costs to NCM for CCK** project code is **140002**

To pay for **Shipping costs to NCM for SSP** project code is **140003**

7. Once you have found your project and **it is listed in the Description Project Code section**, *enter in the amount of money that you will be contributing in the amount section*

An input field for the amount, with the text "Amount" on the left, a dollar sign "\$" in a small box, and the value "0.00" in the main input area.

8. Then click *Add to contribution*



9. **Scroll down the page** and click the button “**Proceed to Send Gift**” in the Gift Summary – Adding Funds Section.



10. In section – **Step 2: Sending Gift** – **select payment method and date, choose the payment method that you and your church would like to give through.** There are two option either Credit Card or ACH payment (you must set this up before you get to the payment section). Then click “**Give Now**”

