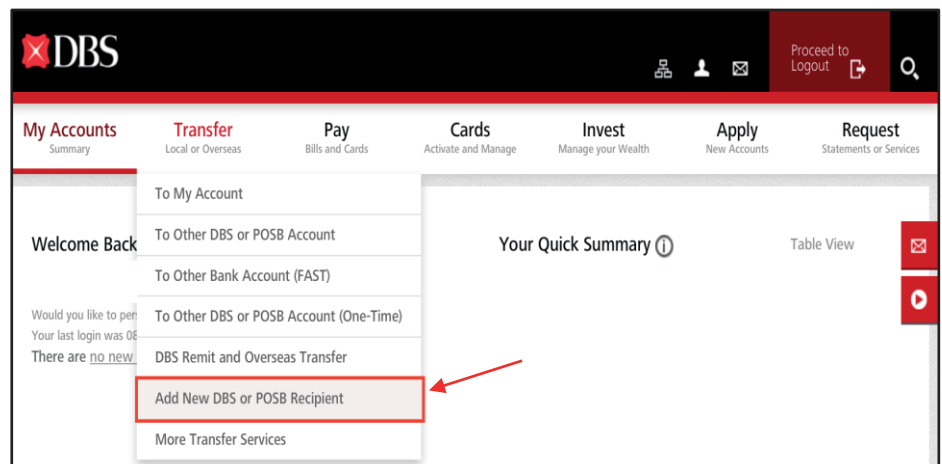


# How to set up Standing Instructions (SI) for Electronic Pledging

## Step #1:

After log in, go to the Top Menu and select "Transfer".

On the drop-down menu, click on "Add New DBS or POSB Recipient".

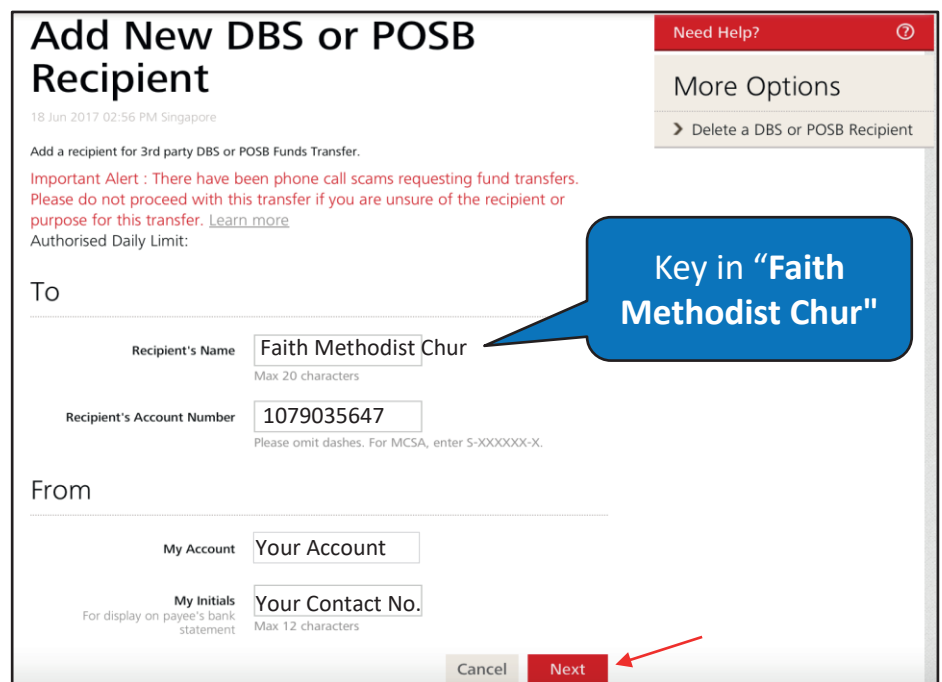


## Step #2:

Fill in the fields for:  
- "Recipient's Name"  
- "Recipient's Account Number"

Under the field for "My Initials", please key in your Contact No.

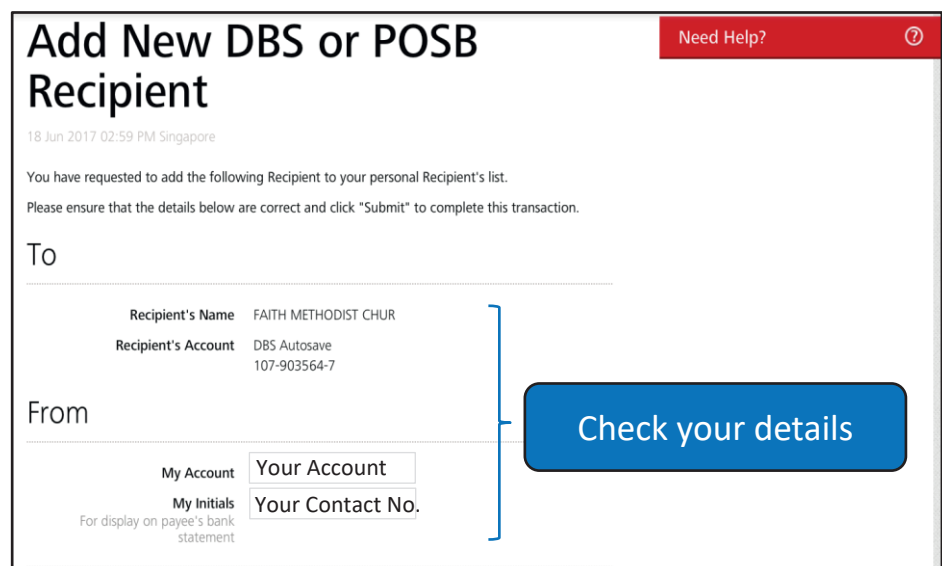
Then click "Next".



## Step #3:

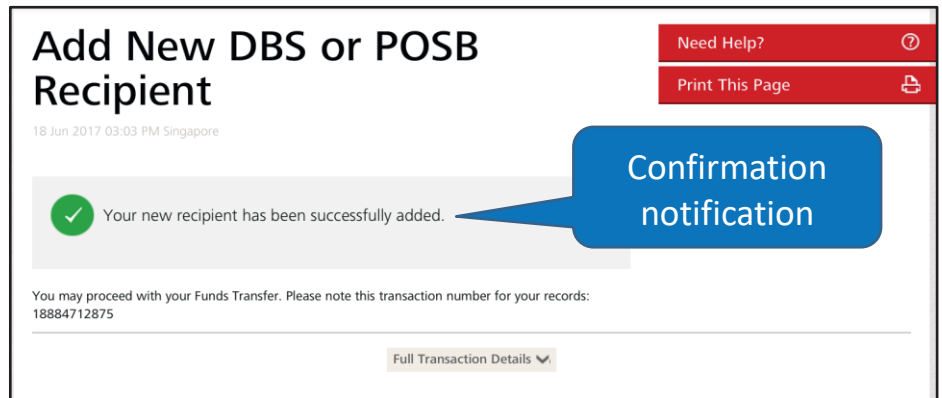
Check that all details under the "To" and "From" sections are correct. You will then be instructed to complete a verification process.

After verification, click "Submit".



**Step #4:**

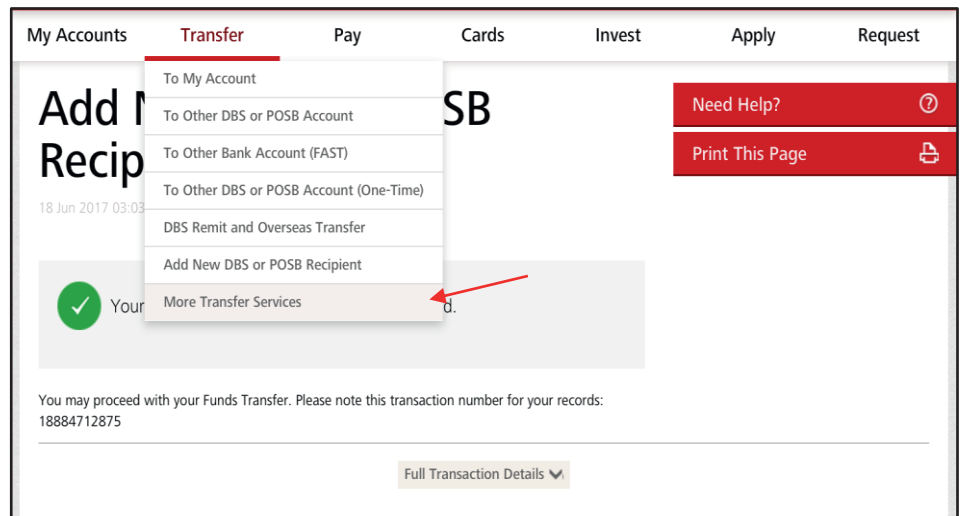
You will receive a confirmation indicating that your new Recipient has been successfully added.



**Step #5:**

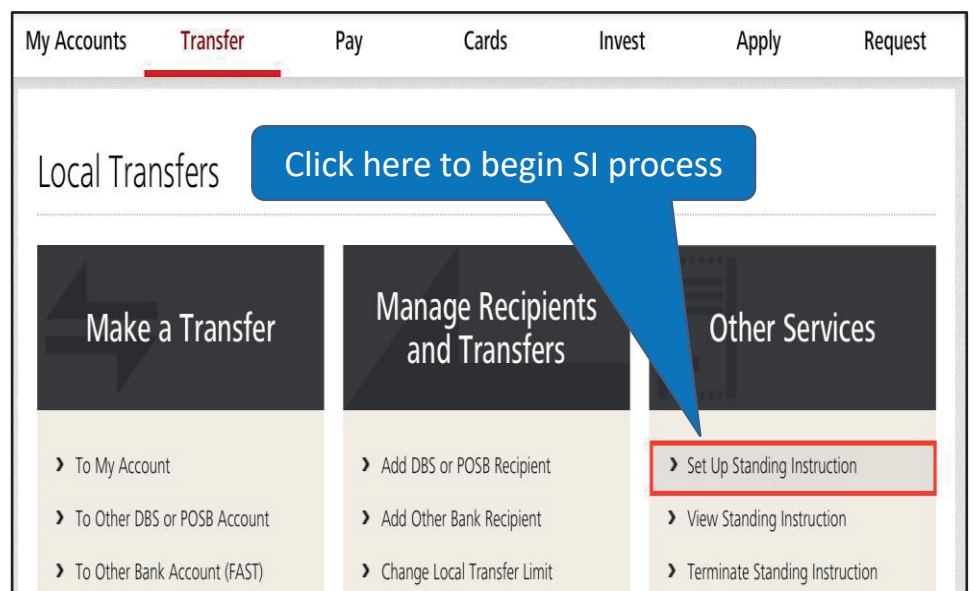
Bring your cursor to the Top Menu and select "Transfer".

Click "More Transfer Services" from the drop-down menu.



**Step #6:**

Go to "Other Services" and click on "Set Up Standing Instruction".



**Step #7:**

Choose “DBS/POSB Bank”, click the drop-down arrow and select Faith Methodist Church’s account.

Complete the fields again for:

- “Recipient’s Name”
- “Recipient’s/Customer’s Reference”.

**Set up Standing Instruction**

18 Jun 2017 05:09 PM Singapore

Set up a standing instruction to transfer money.

**Important Note**

- A new standing instruction takes 3 working days to be in effect.

To

My Account  
Please select ...

**DBS/POSB Bank**  
Remaining Limit: S\$3,620.00  
DBS Autosave 107-903564-7 Faith Methodist Chur  
[Add New Payee](#)

Other Bank  
Remaining Limit: S\$7,000.00  
Please select ...  
[Add New Payee](#)

Recipient's Name

Recipient's/Customer's Reference (if any)

[Need Help?](#)

**More Options**

- > View Standing Instruction
- > Terminate Standing Instruction
- > Manage Alerts

**Key in Recipient's Name & Reference again**

**Step #8:**

Select your account from “My Debiting Account” drop-down list.

Fill in the Standing Instruction details, and click “Next”.

From

My Debiting Account

**Standing Instructions**

Payment Amount S\$

First Payment Date    (dd/mm/yyyy)

Last Payment Date (if any)    (dd/mm/yyyy)

Payment Frequency  Monthly  
 Quarterly  
 Half-Yearly  
 Yearly

Last Payment Amount  S\$   
Not applicable if there is no expiry date

**Agreement**

- By clicking on the “Next” button below, I confirm that I have read, understood and accepted the [Terms and Conditions governing Standing Instructions](#).

**Choose your debiting account to deduct funds from**

**Key in your Standing Instructions (SI):**  
- Payment (Pledge) Amt  
- First & Last Payment Date,  
- Payment Frequency,  
- Last Payment Amt

**Step #9:**

Check and ensure the details under both “To” and “From” sections are correct.

Then click “Submit”.

To

Account DBS Autosave 107-903564-7 Faith Methodist Chur

Recipient's Name Faith Methodist Chur

Recipient/Customer Reference 1079035647

From

My Debiting Account

**Standing Instruction**

Payment Amount

Service Charge

First Payment Date

Last Payment Date

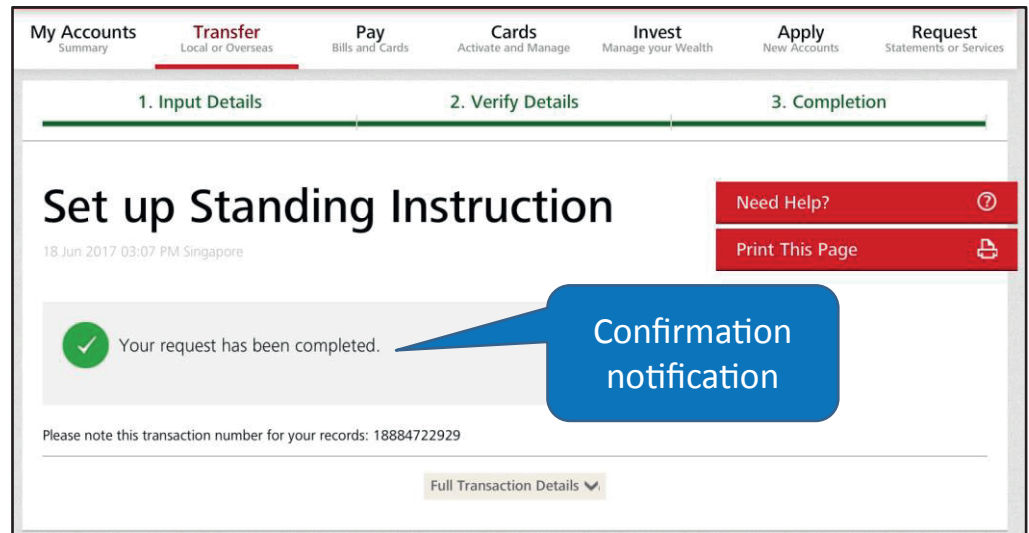
Payment Frequency  Monthly  
 Quarterly  
 Half-Yearly  
 Yearly

Last Payment Amount

**Check your personal and Standing Instruction details**

**Step #10:**

You will receive a confirmation indicating that your request for Standing Instruction has been completed.



## Helpful Information

A) On your Pledge Card, please indicate your Pledge Mode and Service Time (refer to image below).

|                           |   |                               |
|---------------------------|---|-------------------------------|
| Year:                     |  <b>PLEDGE CARD</b>  |                               |
| Name(s):                  | In gratitude to God for His love and blessings to me/us, I/we hereby pledge S\$_____ per month to support Faith in carrying out her ministries and mission and in fulfilling the Lord's Great Commission. I/We make this pledge with the understanding that it can be increased or reduced whenever necessary by emailing the Finance Manager at <a href="mailto:pledges@faithmc.sg">pledges@faithmc.sg</a> . |                               |
| 1.                        | <b>Pledge Mode:</b> <input type="checkbox"/> Cash/Cheque <input type="checkbox"/> e-Pledge  |                               |
| 2.                        | <b>Service Attending:</b> 8am / 9am / 10.30am / 10.30am Youth / 11am (Please circle)  |                               |
| Amount pledged per month: | <b>Please be sure to complete ALL the information below:</b>  |                               |
| Signature(s):             | Name(s) (required):   | Contact Number(s) (required): |
| 1.                        | 1. _____  | 1. _____                      |
| 2.                        | 2. _____  | 2. _____                      |
| Date:                     | Address (required):   | Email (if applicable):        |
|                           |   | 1. _____                      |
|                           |   | 2. _____                      |
| For personal record       | For church record   |                               |

- B) For confirmation of first-time funds transfer, kindly contact Angelia Koh at 6471-9418 or email [pledges@faithmc.sg](mailto:pledges@faithmc.sg). Please allow 3 working days to confirm that the pledge amount has been credited to the church.
- C) These steps are applicable to DBS iBanking only. For other banks, kindly follow the instructions stipulated by respective banks. Note that bank charges may apply for other banks.
- D) Please ensure there are sufficient funds in your debiting account for the transfer to be effected. Otherwise, penalty charges may apply due to insufficient funds.