

December 1, 2008

Dear CTK donors,

Thank you for your interest in doing online giving. Especially in this economic climate, regularly scheduled donations are a big plus to the ministry of any church.

The system we use will allow you to set up a one-time or recurring donation to the CTK location of your choosing. You will be able to use eCheck (to make donations straight from your checking account) or use a VISA, MasterCard, or DiscoverCard.

Please be assured that your banking information is kept secure through the same technology that banks use for doing online business.

To set up your online donations, please follow these instructions:

1. Go to www.ctkonline.com.
2. Click "Stay Connected, and then click "Make A Donation". (Or simply click [HERE](#).)
3. Underneath "Secure Online Giving" click where it says "Click Here".
4. Click "Create Account" and then follow the instructions to enter your personal information. Then click "create account" at the bottom of the screen. (Be sure and notate your username and password!)
5. This will bring up the online giving screen and you may enter in your preferences.
6. When you are finished, click "Schedule Contribution" at the bottom of the screen.

When you login in the future, you will be able to change your settings anytime you wish, as well as be able to view a list of all your giving to date.

If you have any questions, please do not hesitate to contact either myself or our bookkeeper, Missy Willis, at 360-421-4285. We hope you will find this new system to be empowering to you as the donor.

Sincerely,



Don Jaques
Director, CTK Central Services