FINANCIAL SOLUTIONS

Online Contribution Form

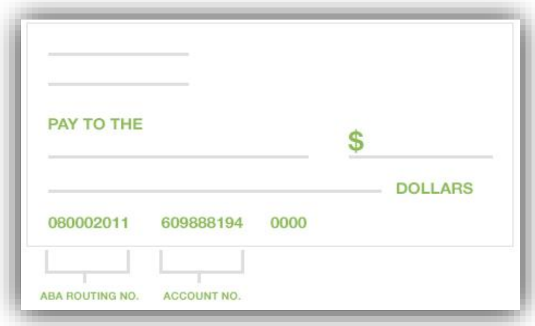
Quick Access Guide

Creating Your Account

- Create your account at agfinancial.org/onlineaccess in the Employer Contributions section
- A strong password is important to protect your account and must be at least six characters long, and include at least one lowercase letter, uppercase letter, and numeric value.
  NOTE: If you wish to have multiple employees access the online form, we suggest the use of one email address to share with all users such as payroll@yourchurch.org.
- Your unique employer account number, mailed to you previously, is required along with the last 4 digits of the organization's Tax ID. If you did not receive an account number, contact Client Services at 1.800.622.7526.

Completing the Online Contribution Form

NOTE: Data will only be saved by pressing the Save button or by submitting the form.



- Payment may be submitted by check or electronically (ACH).
- If you elect ACH payments:
  - You will need to provide your bank information as illustrated to the right
  - If your form is submitted by 3:00 p.m. Central Time on a business day, the transfer will be made to our bank on the next banking day.
  - You have the option to change the form's "Date to be Submitted". If you change the default date (today's date) to a future date, your form will not be processed until that date and the ACH transfer will be made on the banking day following the date entered. *You will not be able to make changes to a previously submitted form.*
- If your ministry has elected an approved vesting schedule for employer contributions, please click here to email our office your vesting information.
  - If a portion of your employer contributions are not subject to vesting, you must submit those on a separate form from your employer contributions which are subject to vesting.
    NOTE: *1) Elective deferrals and after-tax contributions are always 100% vested; you may submit these on the same form as employer contributions subject to vesting; 2)100% vested employee contributions should be submitted on your vesting form.*
- Data in the First Name, Last Name, and Retirement Account # columns may be sorted in ascending or descending order by clicking the column heading.

Submission and Processing of Contribution Form

- Click on the Finalize Contributions button.
- Read and agree to the Terms & Conditions to submit the form. You will receive a confirmation number. Please record this number on the memo of your check if you elect to send in payments by check.
- Upon processing of the form, a confirmation email will be sent to the email address provided as your username. Confidential information will not be included in the email.
- You may print your completed form by clicking the print page button on your menu bar.

Additional Information

- For security reasons, click on the Log Out button to close your session.
- You will automatically be logged out after 30 minutes of inactivity. Data will only be saved by pressing the Save button or by submitting the form.

Contact Us

If you have additional questions, please contact Client Services at 800.622.7526 or click here to send an email.