

# **Enable Online Giving and Sign Up for a Merchant Account**

After you make sure the latest records and funds from ACS People are uploaded, you need to enable online giving for your account and sign up for a merchant account.

1. Point to **Admin**, then click **Add New Features**.
2. Click **Enable Online Giving**.

1. Point to **Admin**, then click **Merchant Account Profile**.
2. Click **Get Started**.
3. Fill out the required information on the form. Field names in red are required.
4. Submit the form, either by fax or secure upload.
5. After 3-5 business days, your online giving and merchant account should be approved. The Merchant Account Profile pages changes to display this information.

For more information about the merchant account sign up process, see [ACS Pay Plus](#).