

## Steps to use Online Giving

1. Select the Online Giving icon



2. First time users will need to create a new account

### Login

User name

Password

Login

Forgot [User ID](#) or [Password](#)?

Create New Account



3. Enter your profile information and select enter credentials when completed



#### Profile

#### Credentials

First Name \*

Last Name \*

Email \*

Confirm Email \*

Address \*

[add line 2](#)




Phone


Admin Code

Enter Credentials >




4. Create a User ID, Password, select that you are not a robot, and Create your account

User ID \* 


Password \* 

Confirm Password \*

I'm not a robot  reCAPTCHA  
[Privacy - Terms](#)

< Back to Profile

5. Add a Bank account or Credit Card information

Bank Name \* 

Bank Account Type

Routing Number \*

Confirm Routing Number \*

Account Number \*

Confirm Account Number \*

6. Select a Fund to give to

Start by selecting a fund:

Please Select A Fund... ▼

**Diocesan Assessment**  
Monthly

**Sunday Offertory**  
Weekly Sunday Collection

**Initial Offering**  
January/To help pay for postage expense.

**Rice Bowl**  
Lent

7. Select a gift type (One time, Reoccurring, etc.), enter the amount, enter the start date, and select a frequency (weekly, monthly, etc.)

Select A Gift Type: ?

Recurring ▼

What is the amount you'd like to give? \*

\$ 30

What date should this recurring gift start? \*

4/18/2016 

How often would you like these gifts to occur? \*

Select Frequency ▼

8. Review your gift summary and select submit

**Gift Summary:**

I would like to make a Recurring Gift of \$30.00 to Sunday Offertory.

Please charge my Checking payment method Weekly starting on 4/18/2016 .



Submit Gift

No Thanks