

Making an Online Gift Instructions

Making a regular online contribution by electronic check or credit card is easy:

1. Open the Online Giving website by clicking on the "Give Now" button below. (the link will open in a new window)
2. New online givers can register an account after clicking "Sign In". It is not necessary to register, but you will need to provide an email address
3. If giving by electronic check you will need your checking account routing number and account number.

The diagram shows a check form with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- DATE** at the top right.
- 1035** in the top right corner.
- PAY TO THE ORDER OF** and a dollar sign followed by a box for the amount.
- DOLLARS** below the amount box.
- Your Bank Name** below the payee field.
- MEMO** below the bank name.
- 123456789** (Routing Number) with a red bracket below it.
- 987654321** (Account Number) with a green bracket below it.
- 1035** (Check Number) with a green bracket below it.

Donations are categorized in four categories including Sundays, Holy Days, Parish Special Collections, and Special Collections. There is also a category called Religious Education Fees for those wishing to pay registration and confirmation fees online.

If you would like to make a recurring gift (i.e. a weekly Sunday contribution) click "Make this gift recurring". At the bottom of the page you will see a confirmation of your recurring gift. **Please check it carefully before submitting payment.**

ALSO NOTE - ONLY CHOOSE ONE ITEM WHEN MAKING A RECURRING GIFT.

OTHER ONE TIME GIFTS SHOULD BE MADE UNDER SEPARATE TRANSACTIONS.

Made a mistake and need a refund? Just let the parish office know.

Gave online but still want to put something in the basket? You can! Just write "I gave online" on the back of your empty envelope and throw it in the basket. Online giving and traditional envelope giving are both recorded in the same place for your single year-end tax statement.