

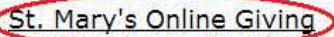

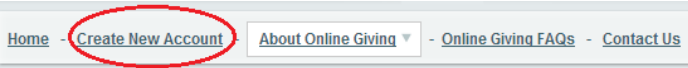
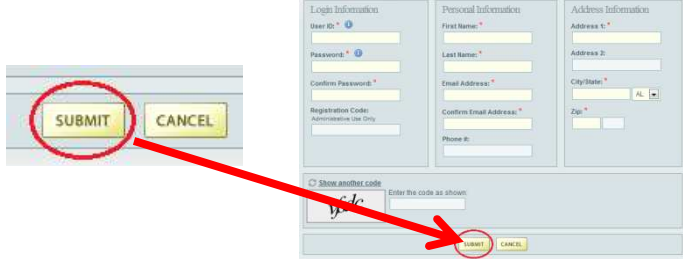


# St. Mary's Online Giving Quick Reference

*Scenario:* You have an interest in setting up online gifting.

*Best Practice:* Online gifting is easy to set up and saves both you and the church time. This online giving can be modified by you at anytime by visiting the St. Mary's Church Online Giving Page.

<p><b>Step 1</b> Visit our Church website at: <a href="http://www.stmaryspringlake.org">www.stmaryspringlake.org</a></p>	
<p><b>Step 2</b> On the left column click on the <b>Links</b> hyperlink</p>	
<p><b>Step 3</b> Scroll down towards the bottom of the Links page and click on <b>St. Mary's Online Giving</b> hyperlink</p>	
<p><b>Step 4</b> The St Mary's Church Online Giving Page will appear.</p> <p><b>Note:</b> To view a complete tutorial on how to use this site click on the link entitled <b>Watch Help Video!</b></p>	
<p><b>Step 5</b> To create a new account click on the Create New Account hyperlink at the top of the page</p>	
<p><b>Step 6</b> Complete all of the required information to establish a new user account. All required information is identified with a red asterisk *</p> <p>Once completed click on the <b>SUBMIT</b> button</p>	



St. Mary's Catholic Church  
406 East Savidge Street, Spring Lake, MI 49456 Phone (616) 842-1702  
[www.stmaryspringlake.org](http://www.stmaryspringlake.org)



### Step 7

**Check Your Email.** After validating the request, you will receive an email containing your **User ID** and **Password**. The email also will include the web address for our Online Giving website.

Follow the instruction included in the email.

**NOTE: You must reply to the email to activate your account.**



### Step 8

Logon using the "Welcome to Online Giving" page. Enter your **User ID** and **Password** then click on the **LOGIN** button

**NOTE:** The link to the Online Giving website will be found in the confirmation email that you received or you can simply follow steps 1 and 2 of this quick reference guide.

**After you log into your Account, your Home page will be displayed.**

**The elements of this page appear to the right.**



Name of your church. **Online Giving FAQ** is a list of questions frequently asked by church members. **Contact Us** provides contact information so you can connect quickly to your church office. Your login name and **Sign Out** link.

Your name identifies your Home page.

**Manage My Account** provides five icon-marked links that enable you to manage your contributions, payment methods, and your personal information.

**My Giving Snapshot** shows your year-to-date (YTD) and all-time giving totals.

**My Recent Gifts** shows your last five contributions.



**Step 9**

To Specify your payment method click on the **My Payment Methods** link



**My Payment Methods**

Add / Edit Payment Methods such as a Bank Account or Credit Card.

**Step 10**

The Manage My Payments Methods window will be displayed. On the right side choose either option.

**Add New Credit Card** or  
**Add New Band Account**

Manage My Payment Methods

Watch Help Video!

My Credit Cards | My Bank Accounts

View with card expired / expiring within the next 3 months

You do not have any Credit Cards on file. [Click here to add one!](#)

**Add New Method**

**Add New Credit Card**

**Add New Bank Account**

**Add New Method**

**Add New Credit Card**

**Add New Bank Account**

Your information is stored in our secure system. Your payment methods are not visible or accessible to the church administrator.

**My Online Giving**

**Give a New Gift**

**My Online Giving History**

**My Active Online Giving**

**Payment Accounts**

**Step 11**

Complete all of the required information and click on the **SUBMIT** button

**SUBMIT**

**CANCEL**

**Add New Credit Card**

Accepted Cards:



Card Alias: \*

Card Number: \*

Expiration Date: 1 - January \* 2013 \*

Billing Address: [Click here to enter an Alternate Address](#)

**SUBMIT**

**CANCEL**

**Add New Bank Account**

Bank Alias: \*

Account Type: Checking \*

Account #: \*

Confirm Account #: \*

Routing # (9 digits): \*

Confirm Routing #: \*

**SUBMIT**

**CANCEL**

**Step 12**

To give a gift (**Recurring** or **One-Time**) click on the **Give a New Gift** link



**Give a New Gift**

View a list of Gifts that you can give to!

**Step 13**

A list of gifts window displays. For **Sunday Offering**, click on dropdown box to select either; **Recurring** or **One Time**

Select one or More Gifts Below

Watch Help Video!

**Sunday Offering**

{Select Gift Type}

**Christian Service**

Recurring

One Time

**Step 14**

If you select **Recurring** the following will be displayed

**Sunday Offering**

Recurring

I would like to make a **Recurring** payment of \$

Biweekly

starting on

**CANCEL GIFT**

Please charge my {Select Account} account.  Remain Anonymous



**Step 15**

If you select One Time the following will be displayed

**Sunday Offering** One Time

I would like to give a **One Time** payment of \$  on

Please charge my  account.  Remain Anonymous

[CANCEL GIFT](#)

**Step 16**

Fill in the needed information for either Recurring or One Time gift. When you are finished setting up your gift, scroll to the bottom and click on the **Submit** button.



**Step 17**

The **Confirm My Gifts** window displays. If the details of your gift are correct, click on the **Submit** button



**NOTE:** A receipt is displayed to inform you that your gift was processed. A copy of the receipt will sent to the email address on file for your account.

The transaction is processed automatically on the date you specified. The money is transferred from the account of your choice directly to the church's bank account.

The Online Giving System will send you a reminder email 3-5 days prior to processing the payment from your account.

If desired, click **PRINT** to print a copy for your receipt, or click **FINISH** to return to your Home page.

**Step 18**

Click the **Sign Out** link and close your browser page



**NOTE:** A detailed user guide is available online after you activate your account. It is located on your Home Page under **About Online Giving** link.



For additional help (or to request a .pdf version of the user guide), email: [StMarysOnline@catholicweb.com](mailto:StMarysOnline@catholicweb.com) or Call the parish office at **(616) 842-1702**

