INSTRUCTIONS FOR CREATING AN ONLINE GIVING ACCOUNT

Immaculate Conception parish now offers parishioners an **Online Giving** program. It eliminates the need for writing checks and managing envelopes, and is an ideal way of supporting the parish during extended vacations when you can't attend Mass at IC.
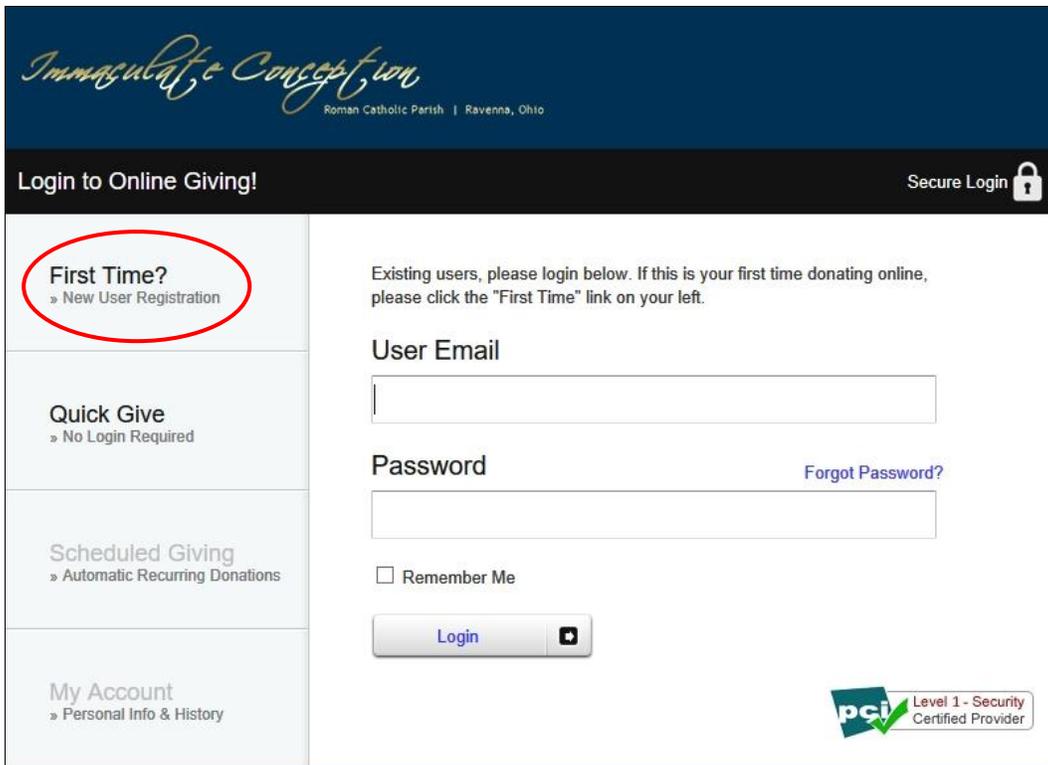
How does it work?

Online Giving lets you have your offerings charged to a credit/debit card, or deducted from your checking account automatically, based on the frequency you choose. This includes holidays and other "special" collections that occur throughout the calendar year. You can set up weekly, monthly, quarterly, semi-annually, or yearly contributions. You can also make non-recurring ("Quick Give") contributions.

You will receive an email confirmation of each offering. You can change the amount and/or method of offering at any time by logging into your Online Giving account.

To set up your account profile for Online Giving:

NOTE: This is a one-time setup. If you already have an account and want to update your profile, simply log in with your **User Email** and Online Giving **Password**.

1. Click **On-Line Giving** in the left margin of the web page.

2. On the Online Giving login page, click **FIRST TIME? >> New User Registration**.

3. Complete the fields on the right side of the **First Time** registration page.

   IMPORTANT!:
   • For security purposes, your Online Giving password should be unique. It **should not** be the password you use to check the email account.
   • Make a record of this email address and password. You will use it for future logins to Online Giving. The email address will be used to send you confirmation of your contributions.

4. Once you have completed your profile, click **Submit**. You will return to the Online Giving login page.

To set up a Recurring Contribution:

1. If necessary, log in using your email address and to Online Giving password.
2. Click **Scheduled Giving >> Automatic Recurring Donations**. This is where you set up your offering amount and frequency.

3. Initially, the page is set-up for credit/debit card. If you want to use a check, click the small icon at the top right of the form.
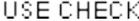
4. Depending on your donation method:
   - If using a credit/debit card, fill in the amount field. From the dropdown list, select the fund (collection) to which you would like to donate. To set up an automatic donation to Sunday collections, select **Regular Sunday Collection**.
   - If using a check, enter your contribution amount and complete the online check as if you were writing out a paper check. The drop down list for choosing the collection fund is in the **memo** field of the online check template.
5. Select the frequency of contributions.
6. Click **Submit**.

At any time, if you feel you made a mistake, you can delete your scheduled donation at the bottom of the screen and start over.

To make a Non-Recurring ("Quick Give") Contribution:

You can make a non-recurring contribution with Online Giving, when and as often as you choose. You can make the contribution without creating an account or logging in, but you must use a credit card

1. On the Online Giving login page, click **Quick Give >> No Login Required**.
2. Fill in the **Amount** field.
3. Select a Fund from the dropdown list.
4. Complete the **Card Information** and **Card Holder Information** fields.
5. Click **Submit**.