

# Setting Up Online Giving



## Getting Started

1. Go to [www.saintpaulcatholicchurch.com](http://www.saintpaulcatholicchurch.com) and select: St. Paul Online Giving
2. **Select GIVE NOW or SIGN IN**
3. For a **ONE-TIME DONATION**, click on the **FUND drop down box** and choose the fund in which you wish to donate.
4. **Enter the AMOUNT**
5. If you wish to donate to **more than one fund**, click on **+Add DONATION**
6. **Click SUBMIT**
7. To make this a **RECURRING GIFT**, click on the box listed, (then follow the directions) otherwise choose **CREDIT CARD or BANK ACCOUNT**.
8. **Enter your CARD INFORMATION (credit or debit card ONLY)**  
Gift cards, pre-paid cards, and bank information will not process here.
9. **Enter your BILLING information**
10. **Click SUBMIT.** A confirmation email will be sent to you.

## To Set Up A Recurring Gift

1. **If you do not have an account set up**, it will prompt you to register so you may enter your information.
2. Choose **FREQUENCY** and the **START DATE**.
3. Enter your **METHOD OF PAYMENT** if it is not saved already.
4. Click **GIVE NOW** if the amount and frequency is correct.
5. An email will be sent confirming the information of your **Recurring Gift**.

*(See next page for instructions to Register an Account.)*

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## To Register an Account

1. Go to [www.saintpaulcatholicchurch.com](http://www.saintpaulcatholicchurch.com) and select: St. Paul Online Giving
2. Click **REGISTER FOR AN ACCOUNT**
3. Enter your information.
4. Click **REGISTER**.
5. **A CONFIRMATION EMAIL** will be sent with your login credentials.
6. If you **FORGET YOUR PASSWORD**, go to **SIGN IN** and click "**FORGOT PASSWORD**." A temporary password will be emailed to you.
7. Once you sign in with the **TEMPORARY PASSWORD**, you will be prompted to create a **NEW PASSWORD**.

## **NEED MORE HELP?**

Please feel free to contact the office if you need any further assistance.

**Email:** [office@spaulcc.org](mailto:office@spaulcc.org)    **Phone:** 601-992-9547