

St. Jude Parish Capital Campaign ACH & Credit Card Online Giving Setup Instructions



Online Giving Setup is fast and easy! Just follow these easy steps to setup your account.

1. Click on the “Online Giving” logo; then click on start new account setup
2. Click on “Sign up for a New Account” in **Figure 1**.

The screenshot shows the top navigation bar with links for 'Online Giving FAQs' and 'Contact Us'. Below this is a 'Watch Help Video!' link. The main content area is titled 'Existing User Login' and contains fields for 'User ID:' and 'Password:', followed by a 'LOGIN' button. Below the login fields is a link for 'Forgot User ID or Password?' and a link for 'Sign up for a New Account' which is highlighted with a black box. At the bottom of the page, there is a 'Quick Give' section with the text 'Give one time without creating an account! Click [here](#) to Quick Give.'

3. Complete all *Required information including the code in the box, then click the submit button in **Figure 2**.

The screenshot shows a registration form with three columns: 'Login Information', 'Personal Information', and 'Address Information'. The 'Login Information' column includes fields for 'User ID:', 'Password:', 'Confirm Password:', and 'Registration Code: Administrative Use Only'. The 'Personal Information' column includes fields for 'First Name:', 'Last Name:', 'Email Address:', 'Confirm Email Address:', and 'Phone #:'. The 'Address Information' column includes fields for 'Address 1:', 'Address 2:', 'City/State:', and 'Zip:'. At the bottom of the form, there is a 'Show another code' section with a 'hack7' logo and a box labeled 'Enter the code as shown' which is highlighted with a black box. Below this section are 'SUBMIT' and 'CANCEL' buttons.

- Once you click the "Submit" button, you will receive a Welcome email from St. Jude Church (**Figure 3**) with a link to confirm your new account.

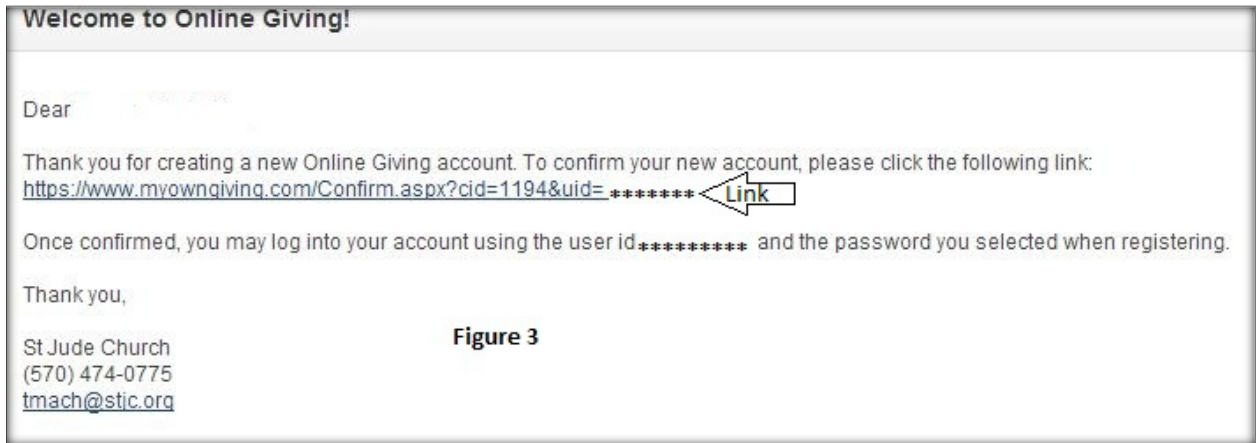


Figure 3

- Once you click on the link, you will be brought to your login page (**Figure 4**), and your account will be activated! It's that simple. Now you can login with your User ID and Password you created when you setup your account in Step 4.



Figure 4

- Once you login in you will see your homepage where you will be able to setup your payment amount, whether you want to choose the ACH bank withdrawal or credit card option; monthly, quarterly or annual payment plan, etc. You will first need to choose “My Payment Methods” before you can continue.



Figure 5

- Click on “Add New Credit Card or Add New Bank Account” (whichever method of payment you will be setting up).

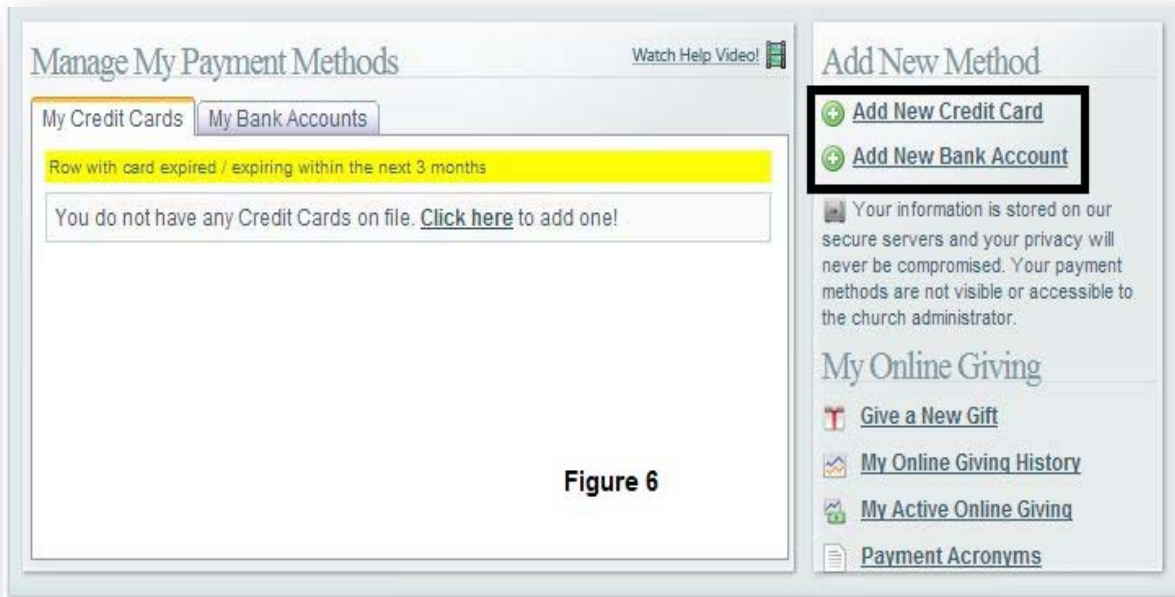


Figure 6

- Once your credit card or bank account has been set up and the Parish Business Office has received acknowledge of your account, you will be able to set up your pledge. This is to insure that you receive proper credit to your Parish Capital Campaign Account.

Simply click on “Give a New Gift” on your Online Giving Homepage. Here (**Figure 7**) you will have your choice of how much of a pledge, whether you’d like to fulfill it monthly, quarterly or annually, which account you will be using and you even have the option of making a down payment.

The screenshot shows a web form titled "Select one or More Gifts Below" with a "Watch Help Video!" link in the top right. The form is for a "Capital Campaign" and has a "Pledge" dropdown menu. It contains the following fields and options:

- "I would like to make a Pledge of \$" followed by a text input field.
- "starting on" followed by a date dropdown menu showing "2/13/2013" and a "CANCEL GIFT" button.
- "Please charge my" followed by a dropdown menu for account selection, "account \$" followed by a text input field, "Monthly" followed by a dropdown menu, and "until fulfilled."
- "I would like to make a down payment of \$" followed by a text input field, "using my" followed by a dropdown menu for account selection, and "account."
- A checkbox labeled "Remain Anonymous".
- An information icon and "display description" link at the bottom left.
- "CLEAR GIFTS" and "NEXT" buttons at the bottom right.

Figure 7

- On the next page you will confirm your gift and submit it. Lastly you will receive a receipt (**Figure *8**) that your gift is being processed.

The screenshot shows a confirmation page titled "Your Gift(s) have Been Processed" with a "Watch Help Video!" link in the top right. The page contains the following information:

- A message: "Your receipt is detailed below. Feel free to print this page for your records. As a reminder, a copy of this receipt has been sent to your email address."
- The campaign name "Capital Campaign" and the word "Pledge" in the top right.
- Summary text: "You Pledged to give a total of \$ 0.00 to Capital Campaign. Your Bank - account will be charged \$.00 Monthly starting on 2/18/13 until fulfilled."
- A "Note: Gifts submitted after 10:00 p.m. EST will be processed the next day."
- "PRINT" and "FINISH" buttons at the bottom right.

Figure 8

- You're all finished! It's that easy! Should you have any questions, please contact Tracie Machalick, Business Manager at the St. Jude Parish Center via e-mail tmach@stjc.org or phone (570) 474-6315 ext. 223.