

INSTRUCTIONS FOR CREATING AN ONLINE GIVING ACCOUNT

St. Ambrose & St. Michael now offer parishioners an **Online Giving** program. Online Giving is a fast, convenient, and secure method for making offerings without the need to write checks and manage envelopes. It is an ideal way of supporting the parish during extended vacations when you can't attend Mass.

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.. 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. On the St. Ambrose / St. Michael home page, click 
2. On the Online Giving login page, click **FIRST TIME? >> New User Registration**.



Welcome to the Catholic Community of
St. Ambrose + *St. Michael*

Login to Online Giving! Secure Login 

First Time?
» New User Registration

Quick Give
» No Login Required

Scheduled Giving
» Automatic Recurring Donations

My Account
» Personal Info & History

Existing users, please login below. If this is your first time donating online, please click the "First Time" link on your left.

User Email

Password Forgot Password?

Remember Me

Login 

 Level 1 - Security Certified Provider

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.

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Welcome to Online Giving

If this is your first time giving online, simply fill in your basic information below.
Next time, you'll get to skip this step!

First Name:

Last Name:

Address Line 1:

Address Line 2:

City, State / Zip: , OH /

Phone Number:

Email Address:

Password:

Confirm Password:

Your email address will become your user name when you sign in.
This email address will also receive confirmations.



 Level 1 - Security Certified Provider

4. Once you have completed your profile, click **Submit**. You will return to the Online Giving login page. To set up a recurring contribution, continue with the next section. Otherwise, log out.

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.

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User Email

Password [Forgot Password?](#)

Remember Me

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.

USE CHECK

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 the Sunday collection, select **Weekly Offering**.
 - **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. Select **Weekly Offering**.
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 (Weekly Offering, Second Collection, Flowers, Youth Ministry).
4. Complete the **Card Information** and **Card Holder Information** fields.
5. Click **Submit**.