

ST. LAWRENCE – ST JOSEPH ONLINE DONATIONS INSTRUCTIONS

St. Joseph-St. Lawrence has chosen to offer an option for online donations. These instructions are provided to help you get started.

You may [click here](#) to sign up to contribute to our parish online. This link will take you to a page where you can create an account or sign in. If this is the first time you have visited the website, you will need to **Create Your Online Profile** by clicking on the Create Profile button.

Create your profile beginning with an accurate email address. This will be your User ID for this application.

Once you enter your email address two times and click continue, you will be prompted to enter more contact information. After your profile is created, you can use your email address and password to **login** to the system [here](#).

Once you are logged in, you will see a web page where you can view information about your account and transaction history. Choose **Add Transaction** to set up a One Time, Weekly, or Monthly donation.

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You may also choose to indicate a particular reason for your donation In Honor or In Memory of someone. Such a designation is optional.

Optional:
Donation: Choose One of
 In Honor
 In Memory

Next you will need to select your **form of payment** by choosing one option from the Account dropdown menu. You may select a Checking Account, Savings Account, or Debit/Credit Card.

Donation Information
Account:
Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Donation Information
Account: Choose One
 Checking
 New Account - Checking
 Savings
 New Account - Savings
 Credit/Debit Card
 New Account - Credit/Debit Card
Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

The information you will need for each account type is shown in the three images below.

Checking Account

Donation Information
Account:
Routing Number:
Account Number:
Sample
Joe Smith
1234 Anystreet Court
AnyCity, AA 12345 1234
Pay to the order of: _____ Dollars
Bank Anywhere
[123456789 | 123456789123 | 1234]
Bank Routing Number Account Number Check Number (Do not use)
Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Savings Account

Donation Information
Account:
Routing Number: *
Account Number:
*** Routing Number:** Contact your financial institution for Routing Number.
Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Credit/Debit Card

Donation Information
Account:
VISA MasterCard DISCOVER AMERICAN EXPRESS
Card Number:
Expiration Date: /
Name Of Cardholder:
 Optional: - Give additional 3.0% to help offset the processing fee.
 Use Profile Address
Billing Address 1:
Billing Address 2:
Billing City:
Billing State / Zip: /
Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

The parish will absorb the 3% fee unless you select to donate this additional amount.

For credit and debit cards, the parish will absorb a 3% processing fee. Notice that you have the option of adding to your donation to cover this fee by checking the box.

If experience difficulty using the website, please contact Karen Logan at 913-683-2406 or kjunebugl@yahoo.com.