### 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 <u>click here</u> 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.

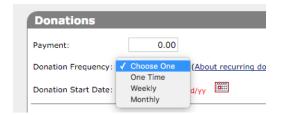
Create your profile beginning with an accurate email address. This will be your User ID for this application.

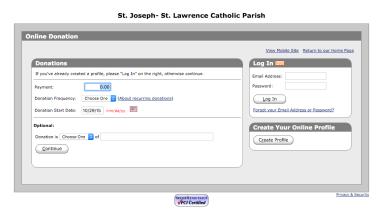


Once you enter your email address two times and click continue, you will be prompted to enter more contact information. After your profile is created, you can use your email address and password to **login** to the system <u>here.</u>

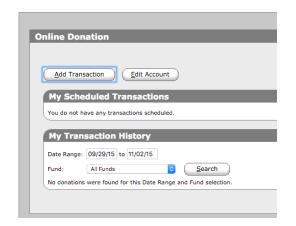


Once you are logged in, you will see a web page where you can view information about your account and transaction history. Choose **Add Transaction** to set up a One Time, Weekly, or Monthly donation.





Profile	
First Name: (required)	
Last Name: (required)	
Address 1: (required)	
Address 2:	
City: (required)	
State / Zip: (required)	
Phone Number:	
Email Address: (required)	youremail@yahoo.com
Confirm Email Address: (required)	youremail@yahoo.com
Enter Password: (required)	Password requirements:  - Must be at least eight chara  - Must include at least one let  - Cannot be identical to your f
Re-Enter Password: (required)	- Cannot be reused     - Passwords are case sensitive     - Your password can consist o     special characters other than
Create Profile	



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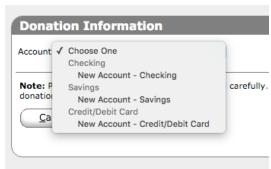
You may also choose to indicate a particular reason for your donation In Honor or In Memory of someone. Such a designation is optional.



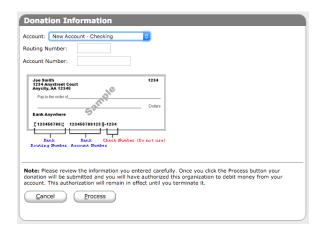
Next you will need to select your **form of payment** by choosing one option from the Account dropdown menu. You may select a Checking Account, Savings Account, or Debit/Credit Card.



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



## **Checking Account**



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 <a href="mailto:kjunebugl@yahoo.com">kjunebugl@yahoo.com</a>.

# **Savings Account**

ccount: New Acco	ount - Savings
outing Number: *	
Account Number:	
* Routing Numbe	r: Contact your financial institution for Routing Number.
Note: Please review donation will be sub	r: Contact your financial institution for Routing Number.  the information you entered carefully. Once you click the Process button your mitted and you will have authorized this organization to debit money from your ization will remain in effect until you terminate it.

### Credit/Debit Card

