

St. Francis of Assisi Online Giving Sign-Up Instructions

Please Note the Following Before You Begin

- The sign-up process will take about 15 minutes to complete.
- Please have your checking or savings account or credit card information available.

Instructions

- 1) Go to the St. Francis of Assisi parish website @ sfastl.org.
- 2) This will take you to the SFA Home Page. Scroll down and on the right side you will see "Online Giving". Click on the "Online Giving" logo.
- 3) You will need to create a new account. Click on "Create A New Account" at the top of the page.
- 4) This will take you to "New User Account Registration". Complete the required information. Be sure to complete the security question at the bottom of the page before clicking on "Submit".
- 5) You will be asked to verify your e-mail address on a confirmation e-mail that is immediately sent to you. Go to the e-mail in your inbox and click on the confirmation link.
- 6) This will take you to the logon page entitled "Welcome to Online Giving." Enter your newly created user name and password and click on "Log In".
- 7) This will take you to your "Online Giving Home" page.
- 8) Click on "Add or Update My Payment Methods". Select "Credit Card" or "Bank Account". Add your information. (Note: you can add multiple bank accounts or credit cards if you like).
- 9) After your Payment Methods are entered, click on "Manage My Account" at the top of the page and select "Give A New Gift".
- 10) This will take you to a page entitled "Give". You will see all the SFA giving options. "General Fund" is the option to select for automatically giving your weekly offertory gift. (Note: the vast majority of other giving options listed are the various Sunday Second Collection choices).
- 11) Go to "General Fund" and click on "Select Type of Gift" on the right side of the page. Select "Recurring". This will take you to a page where you will enter the amount of the gift, the frequency of the gift, start date and from what account to draw the funds from.
- 12) Continue to scroll through the list of giving options and select which ones you wish to contribute to. Remember, many of the other options are Sunday Second Collections so you may want to select "One Time Gift" for those. (Note: this is a very convenient

way to plan your annual giving to St. Francis for your weekly offertory, second collections and other SFA-specific giving opportunities at one time).

- 13) Once all the giving options are selected, scroll to the bottom of the page and select "Next".
- 14) This will take you to a page entitled "Confirm Giving". This page will list all the giving options you selected.
- 15) If correct, click on "Confirm" at the bottom of the page.
- 16) If not correct, click on "Back", make changes, then click on "Confirm".
- 17) This will take you to a page entitled "Give" and acknowledges your gifts have been processed and are ready to begin on the date specified. Scroll to the bottom of the page to select "Print" or "Finish".
- 18) Select "Finish" when complete and you will return to the Home page. You will also immediately receive a confirming e-mail listing the giving options selected.
- 19) If you have any questions, select the appropriate option at the bottom of the Home page.
- 20) You will receive a reminder e-mail 2 days prior to the day your money is transferred from your account and you will a confirmation e-mail the day your money is transferred.