

Introducing *E-Giving* (On-line Giving Service)

for:

Our Lady of Mt. Carmel Church

Getting started, It's as easy as one, two, three . . .

- 1** Access our Parish Web Site
- 2** Click the link to the E-Giving service
- 3** Open this brochure to page 2 and follow the user friendly directions

Click the link on our
Parish website



to access the new
Electronic Giving Service

A screenshot of the E-Giving Login page. The page has a green header with the text "E-Giving Login". Below the header, there is a message: "Please provide the information below so we can give you access to your E-Giving area. You may login using your User Name and Password." There are two input fields: "User Name:" and "Password:". Below the password field is a "Login" button. There are also links for "Not signed up yet? Sign up here!", "Forgot password?", and "Forgot username?". At the bottom, there is a note: "Note: You need to have cookies and scripts enabled in your browser in order to use E-Giving. Refer to your browser help documents to get more information about these features. Passwords are case sensitive." Below this note, it says "Cookies are enabled on your system" and "Javascript is enabled on your system". At the very bottom, it says "This site created for: Random Catholic Church | Email: Random.Catholic.Church".

For questions or assistance with using your
electronic giving service please contact:
Patty Nicholas at 595-0385, ext. 122 or pnicholas@olmc.org

← This is the e-giving log in page. First time users click on the red **“Not signed up yet? Sign up here!”** link to complete a short member profile.

← The e-giving member signup page appears. Enter the information to establish a user profile for you and offer all the convenient features you need to easily enter and track your giving history. Upon completion of the signup click the “Submit” button to save the information. Then click the [Back to Login Page](#) link in the lower left hand corner.

← Type the username and password you selected into the appropriate fields to access your e-giving main menu. If you forget your username or password you can use the [Forgot password](#) or the [Forgot username](#) links to have them emailed to you.

← All features are accessible through your member main menu. To enter a transaction (i.e. donation, tuition payment, event payment, etc.), click the **“Go To My Organization’s E-Giving Donation Page”** link.

NOTE: The last graphic in this sequence briefly describes other menu features.

Actions on the Donation Page:

1. Enter the amounts in any fund or funds you wish.
2. Select a transaction type.
3. Click the continue button.

This screen will be displayed to allow you to verify the funds and amounts that you have entered. If you wish to make a change, you can go back and do so. If the information is correct, you can continue by clicking the "Yes Continue" button.

You now need to enter your payment information. The first thing you need to do on this page is indicate if you want to use your checking or savings account or a credit/debit card (note the parish will be charged 2½ % plus a transaction fee for credit/debit cards).

Once this is selected, the system will make that section available for you to enter your information. Either your checking or savings account or your credit/debit card.

Once it is entered, click the "Continue" button.

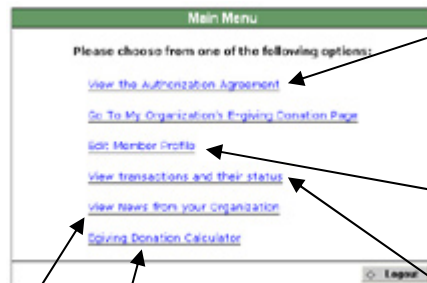


You will then once again be presented with a verification screen. Check the information to make sure it is correct. If not click the "Make Changes" button. If correct, click the "I Authorize This Transaction" button to finalize your transaction and be presented with your receipt envelope.



After the Envelope Receipt is displayed for you, you can print the receipt, make another donation, or return to the main menu.

Other Features of the Member Main Menu include:



The Authorization Agreement is used to accept the terms when a member wants to use their checking/savings accounts to make donations.

You can easily edit your member profile using the "Edit Member Profile" link.

You can view news from our church administration and there is also an easy to use donation calculator to make your e-giving experience as easy as possible.

You can view your current donation record as well as your donation history.