

St. Mary's Church

WeShare: Changing Bank Routing Number

If you are an E-giver and your funds were being withdrawn from a Simsbury Bank account you will need to update your account information in our WeShare e-giving system. Now that Liberty Bank has purchased Simsbury Bank, parishioners will need to update their routing numbers so their donations are uninterrupted.

E-giving transactions are still being honored during the transition but the correct routing number for Liberty Bank (211170282) will need to be updated.

Below are instructions on how to make this change:

- **Login to the WeShare website.** <https://stmarysimsbury.weshareonline.org/>

- **Step 1: Create a new payment source**
 - Click on "Payments and Schedules"
 - Click "Create a new payment source"
 - Enter account number and new routing number for Liberty Bank (211170282). Make sure to use a nickname that includes Liberty Bank so you can distinguish the correct account in step 2. Click "Create".
 - The new account should now be displayed under Payment Sources.

- **Step 2: Update the Recurring Transactions with the New Account**
 - Under "Payments and Schedules" go to the My Recurring Transaction section and click on "Edit"
 - Under Change Payment Source > select the new payment source that was created in step 1 (use the drop down menu)
 - Click "Apply Change of Payment Source"
 - Repeat this step for all recurring transactions that are scheduled.

- **Step 3: Remove the Old Account Information**
 - Under Payment Sources > delete the old account so it can not be used in the future.

- **Step 4: Verify that all information is correct**
 - Under "Payments and Schedules" view each Giving Opportunity and make sure that the correct payment source is listed
 - Under "Payment Source", verify that the old account is no longer listed.

Still need help? Contact the Parish Office (860-658-7627) for assistance.