

## Procedure for Credit Card Payment

+If you already have an online giving account for Holy Cross, you can use that account to make your Credit Card payment. Go to the parish website at [www.holycross-batavia.org](http://www.holycross-batavia.org) and select <Give Online>. When you login, your personal information will come up automatically. Be sure to select <Religious Education> as the fund. You can make a one-time payment or recurring payments.

+If you do not have an online giving account, you have two options:

- 1) Make entire payment at one time without creating an account, by going to the website at [www.holycross-batavia.org](http://www.holycross-batavia.org) and selecting <Give Online>. Then, click on the words **Quick Give**. The page will appear for you to enter all your personal information; complete all the required fields indicated by \*. When you select credit card as the payment method, it shows the fields where you enter the credit card info. Be sure to select <Religious Education> as the fund. After you have entered all your information, click <SUBMIT>.
- 2) Make your payments in installments by creating an account: go to the parish website at [www.holycross-batavia.org](http://www.holycross-batavia.org) and select <Give Online>. **Click on the green box that says <Create new account>**. Follow the prompts and answer all the questions step-by-step. Step 4 (Give Gift) will allow you to make recurring payments by selecting <recurring> for payment type and entering amount, frequency (for ex., monthly or quarterly), and method (credit card). You will also indicate a start date.

**IMPORTANT NOTE:** If you create a recurring payment, be sure to stop it when you have paid in full. Only you can access your account to stop the payment.