

## First Time WeShare Contributor

### Setting Up A: One Time Donation or Recurring Donation

- ❖ Go to St. Benedict's website: <https://parish.stbenedictholmdel.org/>
- ❖ Click on the tab labeled "About"
- ❖ Click on "Online Giving"
- ❖ Start setting up your online giving by clicking on the **WeShare Link**
- ❖ Press the **Start Giving** button in the box called "**This is my first online donation**".
  - Featured Giving Opportunity
  - Regular
  - Click on "Make a Donation" button
  - From this point you can either "Make A One Time Donation" or "Create A Recurring Donation"
- ❖ Making A One Time Donation:
  - Select a dollar amount or enter an amount of your choice
  - Select Payment type
  - Enter Payment Details
  - Check the "I Agree" box and click *Submit Your One Time Donation* button to authorize the donation
- ❖ Create A Recurring Donation:
  - Select your recurrence pattern
  - Select your recurrence duration
  - Select Payment Type
  - Enter Payment Details
  - Check the "I Agree" box and click *Create Your Recurring Transaction* button to authorize the donation

Once your first donation has been submitted you will receive a log-in email providing a temporary password that expires in 24 hours. Use the link in the email to complete your user account by establishing your secure password. Once completed, you will have access to all of your donation or payment information and can make changes at any time.