

4 Easy Steps to Set Up Online “Offertory” Giving

Step 1



To option the Online – Monthly Offertory Collection, click on the (pink) image. It will bring you to the online form to set up the options for online giving

Step 2

Select St. Charles Church (Grand Coteau) OR Christ the King Church (Bellevue)
Direct Donation to St Charles Church, Grand Coteau ▾

One-Time Monthly Recurring

Amount
\$

1. First select either St. Charles Church or Christ the King Church using the drop down
2. Click on the button to select either the “One-Time” or “Monthly Recurring” Option
3. Enter the Amount of your donation

Step 3

Payment Information

Credit Check

VISA M/C DISC AMEX

Credit Card Number

Expiration Date
Month ▾ Year ▾

CVV2

1. Click on the button to select either “Credit Card” or Check.
 - a. If you wish to use your credit card, you have the image (to the left – top) to enter your card information.

Payment Information

Credit Check

Routing Number

Account Number

- b. If you click on the “Check” option, it will show an image of a check (see left - bottom) that highlights where to find the routing and account number that you will enter into the data field.

Step 4

Billing Information

First Name Last Name

Billing Address

City State Zip

Email Phone

Member ID Member ID or Envelope #, if no # enter 0000

Donor Comments

1. Enter your billing information.
2. The “Member ID” number is the same as your family number on the Church’s envelope system. If you are not a user of the envelopes and do not have a number, call Mary Ann and the Church Office and she will provide you with a unique number to enter into the data field. This unique number allows us to track all your donations so that at the end of the year we can provide you with a letter showing all your donations to the Church. This letter can be used for your tax purposes.
3. Once you are satisfied that all the data is correct, you can click the “Make Payment” button for processing.
4. Your transaction will show in either your monthly credit card or checking statements