



ST. MICHAEL

Catholic Church

345 Edwards Street, Grand Ledge, MI 48837
stmichaelgl.org • phone 517-627-8493 • fax 517-627-1289

To: All Parish Families
Fr: Teri Marshall, Business Manager
Re: NEW Self -Serve ParishSoft **ONLINE Giving** and Payment System

St. Michael Parish Families:

Good news, we have a **NEW Self-Serve ONLINE** giving system. The new **self-serve online** giving system can be used to schedule automatic recurring or one-time donations for weekly offertory, special one-time donations, capital improvement, various special collections throughout the year, etc. You may also use this system to make payments to the school, childcare and the religious education program. Donations and payments may be set up to recur on a date of your choice or you may access the system to make donations as desired.

If you are currently making online donations but have never logged into your account, please contact our bookkeeper, Mary Hulinec, at 517-627-8493, ext. 15 or by email at maryhulinec@stmichaelgl.org. Mary will give the information we have on file that you will need in order to login.

To set up a new account and begin using the **ONLINE giving system**, please follow the instructions on the next pages.

Instructions: Online Giving/Payment System – New Users

The Online Giving system can be found on our website at <http://stmichaelgl.org> under Give or by clicking the link. <https://giving.parishsoft.com/dl/?uid=stm345273>



1. Campus selection: Choose and select the **Campus** you would like to donate to. Below is a list of various funds and the campus which you can find those fund donations under.



Select Your Campus

CHURCH
CAPITAL CAMPAIGN
SCHOOL
PRESCHOOL
CHILDCARE
FAITH FORMATION
SPECIAL FUNDS AND COLLECTIONS

CHURCH

Sunday Offertory
Capital Improvement Fund
St. Vincent DePaul Fund

CAPITAL CAMPAIGN

Accessibility Improvement Project

SCHOOL

School Student Tuition
School Endowment Fund
Tuition Assistance Fund

PRESCHOOL

Preschool Tuition

CHILDCARE

Childcare Fees

FAITH FORMATION

Religious Ed Tuition

SPECIAL FUNDING AND COLLECTIONS

various special collections

Online Giving powered by ParishSOFT Giving

2. First Time: Click on **Sign In** at top, then **Register for An Account**.

New User Registration

3. Welcome to Online Giving: Please fill in the information requested, click **Register**. You will receive an email with your login information as well as a link to Online Giving.



GIVE NOW SIGN IN

Register for an account

If this is your first time giving online, provide the information below to create your ParishSOFT Giving account.

FIRST NAME LAST NAME
ADDRESS
CITY STATE ZIP CODE
EMAIL ADDRESS
Email address used for sign in and receiving confirmation emails
PASSWORD CONFIRM PASSWORD
ENVELOPE NUMBER *optional*

CANCEL REGISTER

4. My Donation Screen: It is here you may schedule your donation by selecting **GIVE NOW**, view any **SCHEDULED** payments, or view your giving **HISTORY**. You may pay using your checking account information or by using a credit card.

GIVE NOW – To schedule a donation, select the appropriate **Fund** and enter in the **Amount** you wish to pay. You may select to contribute to multiple funds by selecting the **+** next to **ADD DONATION**. *If you wish to donate to a fund not listed, see Step #5.* Select Submit. From there, the bottom portion of the screen will populate and will ask you for your payment information. If you would like the payment to be a recurring payment, select the box that says **MAKE THIS GIFT RECURRING**.

A screenshot of the "My Donation" screen. It shows a header with the St. Michael logo and navigation tabs for "GIVE NOW", "SCHEDULED", and "HISTORY". The main content area has a "My Donation" section with a "FUND" dropdown (set to "Choose a Fund") and an "AMOUNT" input field (set to "\$"). Below this is a "+ ADD DONATION" button and a checkbox for "MAKE THIS GIFT RECURRING" which is currently unchecked. A blue "SUBMIT" button is at the bottom. At the very bottom, it says "Online Giving powered by ParishSOFT Giving".

Automatic recurring payments.

A screenshot of the payment information section. It shows a "My Donation" header with a "FUND" dropdown (set to "Sunday Offertory") and an "AMOUNT" input field (set to "\$ 50.00"). Below this is a "+ ADD DONATION" button and a checked checkbox for "MAKE THIS GIFT RECURRING". The "Recurring Gift Details" section includes a "FREQUENCY" dropdown, a "START DATE" input field, and a "HOW MANY GIFTS (optional)" input field. The "I'd Like To Give By" section has a "Credit Card" dropdown. The "NAME ON CARD" field is empty and has a red error message "This field is required". The "CARD NUMBER" field is empty and has a red error message "This field is required". The "EXPIRATION" section has "Month" and "Year" dropdowns and a "CV2" input field. The "Billing Information" section has "STREET ADDRESS" and "ZIP CODE" input fields, both with red error messages "This field is required". The "EMAIL ADDRESS" field is empty and has a red error message "This field is required". At the bottom, there is a "SAVE CARD" checkbox and a "TOTAL \$50.00" label.

SCHEDULED – You may view and edit all scheduled payments in this section. To edit a scheduled payment, click on the arrow to the right of your scheduled payment, then select the pencil to edit details associated with the payment.

ST. MICHAEL
Parish and School • Grand Ledge

GIVE NOW SCHEDULED HISTORY

Scheduled giving and payments

If any recurring payment was selected on a form submission where a convenience fee was accepted or required, a convenience fee will apply in addition to each scheduled amount.

\$50.00	Monthly to Sunday Offertory Bank Account x8064	^
	Started: 02/25/2019 Next payment: 03/25/2019	

HISTORY – You may view your giving history.

5. Reset Campus: If you want to go back to a different campus to make a donation, click on the arrow next to the circle with your initials in it, and select **Change Location**.

ST. MICHAEL
Parish and School • Grand Ledge

GIVE NOW SCHEDULED HISTORY

Location: Church
My Account
Change Location
Sign Out

My Donation

FUND AMOUNT
Choose a Fund \$

+ ADD DONATION

MAKE THIS GIFT RECURRING

SUBMIT!

Online Giving powered by ParishSOFT Giving

If you have any problems accessing the system, setting up your payments or have any questions, please contact our bookkeeper, Mary Hulinec, at 517-627-8493, ext. 15 or by email at maryhulinec@stmichaelgl.org.