

OLHC Online Giving Instructions

Questions? Contact Paula

office@olhc-parish.com or (330)722-1180

1. Go to the parish website: www.olhc-parish.com
2. Click on the myEoffering button on the main page just below the pictures. This will take you to the myEoffering site.
3. Once there, create a new account by clicking on the "Register" button.*

*Do not worry about including your envelope number during the registration process, we can add this internally in the parish office. If however, you do know your envelope number you can enter it where prompted.

4. Once you create an account, you will be sent an email to verify the account. Login into your email and verify the account.
5. When the account is verified, login and click on the "Churches" tab.
6. Type in "Our Lady Help of Christians" along with Litchfield as the city, and Ohio.
7. Select Church, be sure you select **Our Lady Help of Christians with our office address: 9608 Norwalk Rd, Litchfield, OH 44253**
8. After selecting a Church, click on the "Wallets" tab. Here you can set-up your contribution source. You can use a checking account, credit card or a combination of different sources.
9. Once all information is entered click "Add Wallet+" at the bottom
10. Next, you will set-up your contributions by clicking on the "Offerings" tab.
11. Next, click on "Add New Offering+"
12. Next, a box will pop-up asking you how frequently you would like to give, i.e. weekly, monthly, etc.
13. Once you select a frequency and start date, click the "next" button towards the bottom of the box.
14. On the next screen you will set-up your Sunday Offertory.
 - a. Select your funding source (the one set-up in your wallet)
 - b. Select your fund from the drop down, i.e. Sunday Offertory
 - c. Then enter a contribution amount.
 - d. At this point, you can set-up other contributions on the same schedule by selecting "Add Another Fund+"* then you have the option to include the processing fee as part of your contribution by checking the appropriate box.

*If you would like to set-up Food Pantry and Capital Improvement contributions on a different schedule, click "next" at the bottom of the box, then "submit" on the next page, then repeat steps 9 through 12d until all contributions are added.

15. Once all contributions are added, you are all set and can log out.
16. Going forward, you can login to myEoffering to see your contributions as they are made per your scheduled contributions or make any necessary changes.

If you have any questions, contact Paula in the parish office.

Paula is the point person for online giving. (330)722-1180 or office@olhc-parish.com