

To set up Online Giving for automatic payments via Electronic Funds Transfer or Credit Card



Go to <https://sacredheartgi.org/electronic-giving/>. Click on the picture

You will be directed to a new page titled "Sacred Heart Church – Welcome to Online Giving! (see below). Click on "Create New Account"



Welcome to Online Giving!

We are grateful for your support of Sacred Heart Church. Online Giving allows you to make contributions to our church without writing checks or worrying about cash donations. This site allows you set up automatic contributions and change the timing or the amount of your gift at any time. You may make pledges and manage your contributions to the pledge amount, and you may make one-time donations to special causes. Please click on "Sign Up for Your New Account" and complete your initial account registration. Thank you!

Login

User name

Password

Login

[Forgot User ID or Password?](#)

[Create New Account](#)



Sacred Heart Catholic Church

[About Online Giving](#) | [Online Giving Security](#) | [Online Giving Users Guide](#) | [Online Giving FAQs](#) | [Contact Us](#)

1. **Create an Account** – Enter all your information under Profile (see below). Click “Enter Credentials when finished.



[Home](#) [Create New Account](#)

New User Account Registration

Progress bar with 5 steps: 1. Profile (active), 2. Credentials, 3. Payment Method, 4. Give a gift, 5. Thank you

Profile

First Name *

Last Name *

Email *

Confirm Email *

Address * [add line 2](#)

City Zip

Phone

[Admin Code](#)

2. Create a Username & Password –

- a. User ID requirements:
 - must be between 6 and 35 characters
 - may contain alphabetical characters and numbers
 - may contain these special characters (!@&*.)Suggestion: Your email address works well for a User ID
- b. Password requirements:
 - must be at least 8 characters
 - must contain alphabetical characters and numbers
 - may contain these special characters (!@&*.)

Write down your username and password and keep in a safe place for when you need to log into your account again. Once done, click the **“I am not a robot”** box. Click on **“Create Account”**.

The screenshot shows the 'New User Account Registration' page for Sacred Heart Catholic Church Online Giving. At the top, there is a navigation bar with 'Home' and 'Create New Account' links. Below this is a progress indicator with five steps: 1. Profile, 2. Credentials, 3. Payment Method, 4. Give a gift, and 5. Thank you. The 'Credentials' step is currently active. The registration form includes fields for 'User ID *', 'Password *', and 'Confirm Password *'. Below these fields is a reCAPTCHA box with the text 'I'm not a robot' and a checkbox. At the bottom of the form are two buttons: '< Back to Profile' and 'Create Account'. The footer contains the text 'Sacred Heart Catholic Church' and a series of links: 'About Online Giving | Online Giving Security | Online Giving Users Guide | Online Giving FAQs | Contact Us'.

Sacred Heart Catholic Church
Online Giving

Home Create New Account


New User Account Registration

1 Profile 2 Credentials 3 Payment Method 4 Give a gift 5 Thank you

User ID * ?

Password * ?

Confirm Password *

I'm not a robot  reCAPTCHA
Privacy - Terms

< Back to Profile Create Account

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3. **Add Bank Account or Credit Card Information** – The page defaults to the “Add Bank Account” screen. If you plan to use a credit card, click the “Add Credit Card” button. Once done filling in the form, click “Create Payment”.

The screenshot shows the 'Add Bank Account' step of the 'New User Account Registration' process. The progress bar indicates that steps 1 (Profile) and 2 (Credentials) are completed, step 3 (Payment Method) is the current step, and step 4 (Give a gift) is pending. A green message box states: 'You've successfully created an Online Giving Account. Add a payment method to your account so you can start giving.' Below this, there are two buttons: 'Add Bank Account' (highlighted in green) and 'Add Credit Card'. The form fields are as follows:

- Bank Name *
- Bank Account Type
- Routing Number *
- Confirm Routing Number *
- Account Number *
- Confirm Account Number *

At the bottom, there are two buttons: 'Create Payment' (highlighted in green) and 'No Thanks'.

4. **Give a Gift** – On the “Give a gift” page, select the drop down box and one of the options. Weekly Offertory and Open Donation will always be visible. Depending upon the time of year, other gift options may be visible, such as Christmas Collection, Catholic Relief Services, etc.

The screenshot shows the 'Give a gift' step of the 'New User Account Registration' process. The progress bar indicates that steps 1 (Profile), 2 (Credentials), and 3 (Payment Method) are completed, step 4 (Give a gift) is the current step, and step 5 (Thank you) is pending. A green message box states: 'Your payment method was saved. Let's create your first gift.' Below this, there is a section titled 'Start by selecting a fund:' with a dropdown menu. The dropdown menu is open, showing the following options:

- Offertory
- Weekly Offertory
- Open Donation
- Donation for any occasion

At the bottom, there is a 'No Thanks' button.

5. **Give a gift – continued** – Once you select your gift, “Select a Gift Type” will appear. Select “Recurring” (if weekly offertory) or “One-Time” if other. From this point forward, each time you answer a question, another box will appear, depending upon whether you are giving a one-time or recurring donation. The example below gives the questions asked if doing a recurring donation for weekly offertory:
- What is the amount you’d like to give** – Enter the amount
 - What date should this recurring gift start?** - Enter the date to begin your gift
 - How often would you like these gifts to occur?** – Enter the frequency of your gift

Once completed, select the green “Submit Gift” box.

Sacred Heart Church

Home Create New Account

New User Account Registration

1 Profile 2 Credentials 3 Payment Method 4 Give a gift 5 Thank you

Your payment method was saved. Let's create your first gift.

Start by selecting a fund:

Offertory

Weekly Offertory

Select A Gift Type: 👍

Recurring

What is the amount you'd like to give? *

\$ 100

What date should this recurring gift start? *

9/30/2019

How often would you like these gifts to occur? *

Weekly

Gift Summary:

I would like to make a Recurring Gift of \$100.00 to Offertory.
Please charge my Checking payment method Weekly starting on 9/30/2019 .

Submit Gift No Thanks

That’s it! You will get a notice that says, “Thank you for creating a new Online Giving account. A confirmation email has been sent to your email address”. You then have a choice to “Give Another Gift” or “Go To Home Page”.