

Instructions to change Online Giving contributions

1. Go to the OLS-SA Parish Website, <https://ols-sa.org/>
2. On the right hand side of the screen, click on the **Give Online** button.



3. Log into Online Giving using your User ID and Password. Note there are help functions below if you have forgotten these. Click on the Login button.



4. Find the line for the gift you want to modify. For example below, Weekly Giving is the gift to be modified. Click on the yellow pencil under details to edit that gift.


Our Lady of Sorrows - St Anthony

Manage My Account | About Online Giving | Contact Us | Welcome . . . Sign Out

My Active Online Giving

You can print a PDF report (requires Adobe Reader) of your Active Giving by clicking the [Print Active Giving Report](#) link. If you do not have Adobe Reader, you can [click here](#) to download it. [Print Active Giving Report](#)

Display records at a time.

Gift Name ▲	Gift Type	Status	Next Gift Date	Cal. YTD Given	Total Given	Pledge \$	Details
Weekly Collection	Recurring	Active				#	

Click on the yellow pencil to the left.

5. Adjust the amount and any other details in the drop downs on the Gift Detail Screen. If you want to stop the gift, just click on the yellow CANCEL GIFT button on the bottom right hand side.
6. Once you have made your changes, click on SUBMIT. Your change should be made. You might want to log in again to be sure your changes are there.

Gift Details

This is a **Recurring** payment. You can make changes below. Once the last payment has been processed you will no longer be allowed to make changes.

Gift Name: Weekly Collection

Recurring Amount: \$: *

Frequency:

Account:

First Payment Date: Sunday, August 7, 2016

Next Payment Date: *

Anonymous:

Gift Status: Active
 Suspended