

St. Matthias Parishioners,

August 2019

St. Matthias has partnered with **ParishSoft Giving** in order to provide you with the convenience of **online contributions**. This system replaces the myEoffering system that our parish had been using.

Online contributions are much like online bill pay where parishioners can choose to have their financial contributions to St. Matthias withdrawn directly from their credit, debit, checking or savings account in lieu of bringing cash or checks to church each Sunday. This can include your regular weekly offertory envelope, second collections, and capital campaign contributions.

ParishSoft Giving has designed a secure, web-based platform in which donors may privately and prayerfully make one-time or recurring donations. You can customize a completely individual method of giving based on how and when you receive your income with options starting from weekly up to annually. By setting up recurring donations to be automatically deducted from your account or credit card, you don't have to prepare envelopes each week before you come to Mass and it helps our parish to better plan budgets and expenditures through a more accurate financial forecast.

Sign up is simple and quick!

Go to our Parish website (www.st-matthias.net) and Click on the  button to get this screen



GIVE NOW

SIGN IN

My Donation

FUND

Choose a Fund

AMOUNT

\$

+ ADD DONATION

MAKE THIS GIFT RECURRING

You can start on the “**Give Now**” screen where you can enter a one-time gift by selecting the fund (each fund equates to a collection or the capital campaign), entering an amount, and the credit card or bank account and hitting **Submit**. If you choose to enter a recurring gift, the system will display the login screen.

Or, you can click on “**Sign In**” to get to the login screen where you can either enter your ID and password if you have already registered with the system or click on “**Register for an Account**” to sign up.

If you can’t remember your password, click on “**Forgot Password**” and a temporary password will be emailed to the email address you provided when registering. Once you sign in with the Temporary Password, it will prompt you to create your own password.



GIVE NOW SIGN IN

EMAIL ADDRESS

PASSWORD [Forgot Password?](#)

SIGN IN

New? [REGISTER FOR AN ACCOUNT >](#)

If you click “**Register for an Account**” the following screen is displayed.

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

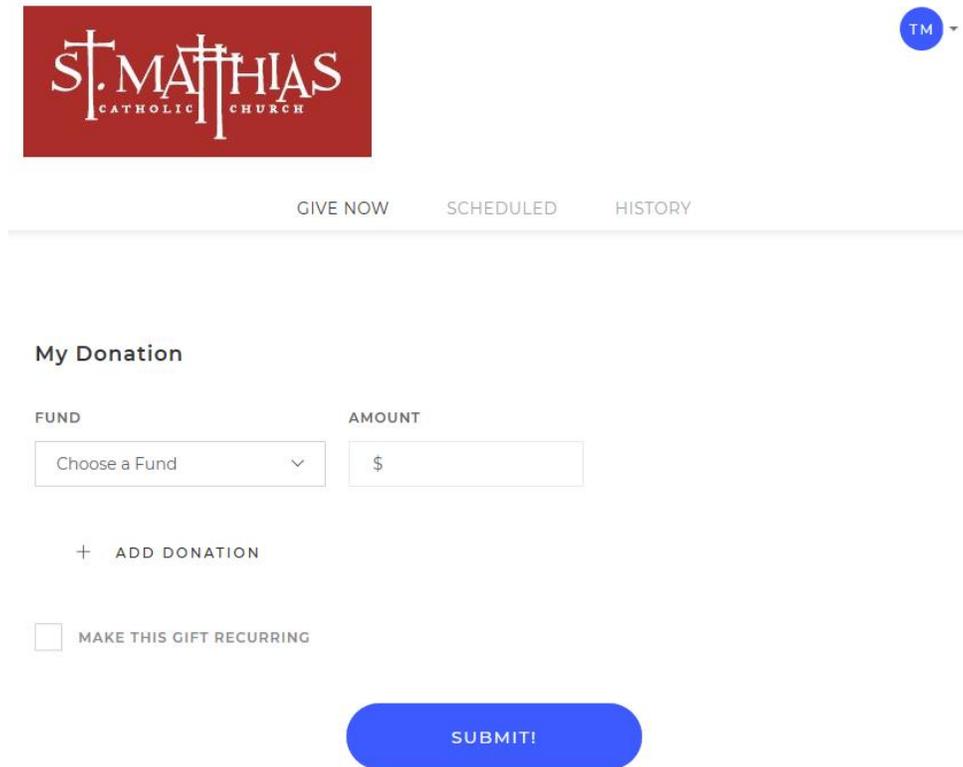
Email address used for sign in and receiving confirmation emails

PASSWORD CONFIRM PASSWORD

CANCEL **REGISTER**

Enter the requested name and address information and select a password. Click **“Submit”** and you will receive a Welcome Letter from Fr. Chris in your email including a link to the system that you can save in your web browser and your user ID. Be sure to remember your user ID and password.

You will see the **“My Donation”** screen where you select **“Give Now”** to setup immediate or recurring donations, **“Scheduled”** to view the status of recurring gifts to St. Matthias for delete scheduled gifts or view your giving **“History”**.



ST. MATTHIAS
CATHOLIC CHURCH

TM

GIVE NOW SCHEDULED HISTORY

My Donation

FUND AMOUNT

Choose a Fund \$

+ ADD DONATION

MAKE THIS GIFT RECURRING

SUBMIT!

All gifts (one-time or recurring), are setup in the system on the **“Give Now”** screen. Choose a fund (each fund equates to a collection or the capital campaign), the desired amount, and you can designate additional funds if desired by clicking on **“Add Donation”**.

You can select from two available payment methods below to make donations to St. Matthias:

- 1) Direct debit from your bank checking or savings account or,
- 2) Via a credit or debit card

Each recurring donation can have a different payment method under **“I’d Like to Give By”**. Some scheduled gifts can be paid from a bank account while others can be funded via a credit card.

Payment methods (bank accounts or credit cards) that you have setup previously in the system will be displayed in the drop down for selection. Or, you can select **“New Credit Card”** or **“New Bank Account”** to setup a new funding method.

My Donation

FUND	AMOUNT
Capital Campaign	\$ 10.00

+ ADD DONATION

MAKE THIS GIFT RECURRING

I'd Like To Give By

Default (Visa x0920)
New Credit Card
New Bank Account

TOTAL: \$10.00

SUBMIT!

Fill in the required information for either option and click “**Submit**”. You can check the “**Save Account**” box so this account will be available to select for future donations from the above drop down list.

I'd Like To Give By

New Bank Account	
NAME ON ACCOUNT	ACCOUNT TYPE
Joe Parishioner	Personal Checking
ACCOUNT NUMBER	ROUTING NUMBER
123456789	987654321

Billing Information

STREET ADDRESS	ZIP CODE
1111 Heaven Row	77355
EMAIL ADDRESS	
JP@gmail.com	

SAVE ACCOUNT

TOTAL: \$10.00

SUBMIT!

Click on the **“Frequency”** drop down arrow to see the options from weekly to annually and click the desired one. **“How Many Gifts”** will determine the number of payments beginning with the **“Start Date”** you specify. For example, if you selected a Frequency of monthly and 6 installments starting Jan 1, you would give to St. Matthias 6 times on the first of each month through June 1, then, the donations would stop.

For Holy Day and Special Collections that occur one-time during the calendar year (those with a specific date next to the collection name), use the same process as above selecting the **“Fund”** for the desired second collection, select a **“Start Date”** around the timing of the collection, and enter **“1”** in the **“How Many Gifts”** field. Since you entered **“1”** in **“How Many Gifts”**, the **“Frequency”** can be set to any option in the drop down list as only 1 donation will be made.

To setup a donation that does not end, put a rather large number in the **“How Many Gifts”** field. At this time, even though the field says **“optional”**, it’s not and needs an entry so you can submit the donation.

Once you have everything entered as desired, check over the information for accuracy, and click **“Submit”**.

To add donations for additional collections, just start the above process again.

The **“Scheduled”** tab allows you to view the status of recurring gifts to St. Matthias or delete scheduled gifts. You cannot edit a scheduled gift other than to change the payment method.

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.

\$51.50	Monthly to Weekly Offering Visa x0920	^
	Started: 07/30/2018 Duration: Ended on 07/30/2018	 
\$10.00	Monthly to Capital Campaign (Give Now) Visa x0920	^
	Starts: 08/19/2019 Duration: Ends on 09/19/2019 (2 installments left) Next payment: 08/19/2019	 

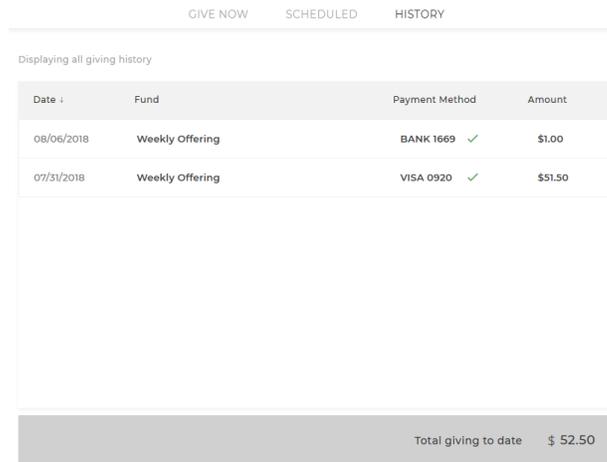
Click on the arrow to the right of the desired entry to see the schedule information. In the example above, the \$51.50 entry was a one-time payment on July 30 and has ended. The \$10.00 entry is scheduled to start on Aug 19 and end on Sept 19 for a total of 2 payments.

To edit a scheduled donations payment method, click on the small pencil to the right and select a new payment method. Note that the payment method must have been already added and saved on the **“Give Now”** screen when adding a donation.

To change anything else about a recurring or scheduled donation, you will have to delete the donation using the small trash can to the right and re-enter the donation on the **“Give Now”** screen.

Each time a donation is processed, you will receive a thank you email from Fr. Chris with the subject **“Online Donation.”** The email will include the amount of your gift, the collection that was credited and an indication that the transaction was successful. Save these for your records and compare to bank statements for accuracy.

The **“History”** tab will show you a summary of donations made to date and a total.

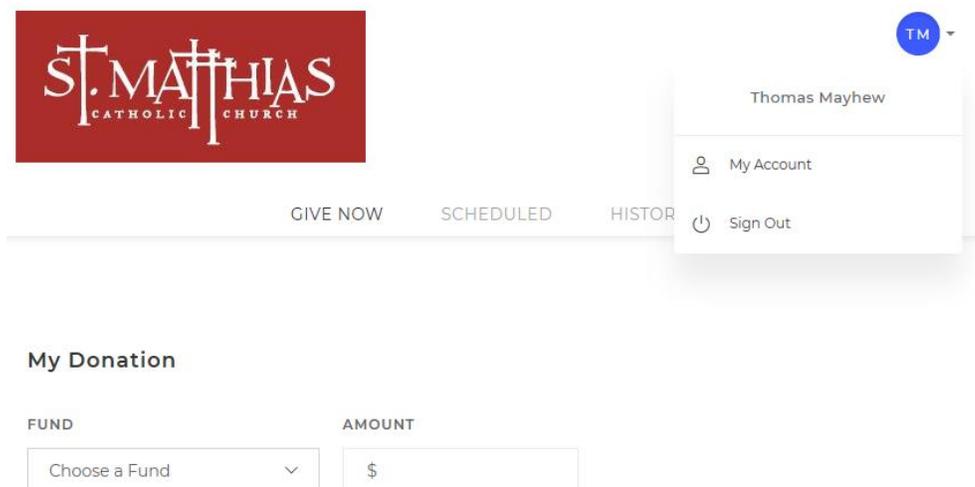


The screenshot shows the 'History' tab with a table of donations. The table has columns for Date, Fund, Payment Method, and Amount. Two donations are listed: one for 08/06/2018 for \$1.00 and another for 07/31/2018 for \$51.50. A total giving to date of \$52.50 is shown at the bottom.

Date	Fund	Payment Method	Amount
08/06/2018	Weekly Offering	BANK 1669 ✓	\$1.00
07/31/2018	Weekly Offering	VISA 0920 ✓	\$51.50

Total giving to date \$ 52.50

You can update your profile information by clicking on the drop down arrow next to your initials in the blue dot and clicking on **“My Account”**.



“My Account” screen allows you to do the following:

- Update your name and address information on the **“Personal Info”** tab
- Edit or delete payment methods on the **“Payment Methods”** tab
- Update your eMail address or change your password on the **“Account Info”** tab

We invite you to try electronic contributions and we hope you find it very convenient. You can use any computer and variety of web browsers. If you don't have access to a computer but would still like your offerings to be deducted from your account, contact the parish office to arrange a time to come into the office and a staff member will help setup your electronic offering.

As always, we thank you for your generous sharing of treasures in the spirit and practice of stewardship.

May God Bless you!