

# ONLINE GIVING INSTRUCTIONS

1. Go to [www.stclementmh.org](http://www.stclementmh.org)
2. Click box for 'Online Giving'
3. Click 'Create New Account'
4. Create User ID and Password
  - a. User ID must be at least 6 characters ex. 'User123'
  - b. Password must be between 8 & 16 characters 'ex. Password456'
5. Complete Personal Information and Address information
6. Enter code at the bottom of the screen and click submit
7. User will receive an email with a link to activate account.
8. Click the link to go to the website and you will be able to sign in.
9. Login using previously made User ID and Password
10. To set up payment account:
  - a. Click on 'payment methods'
  - b. Click 'Add new credit card' or 'Add new bank account'
  - c. Credit Cards
    - i. Type in card name, card number, expiration date
    - ii. Click 'submit'
  - d. Bank Account
    - i. Type in account name, account number, routing number
    - ii. Click 'submit'
11. To Set up 'Gifts'
  - a. Mouse over 'Manage Account'
  - b. Click 'Give a new gift'
  - c. A list of collections will come up on the screen
  - d. Hover over the blue circle next to each fund to see if the collection is for the parish or the archdiocese
  - e. Click arrow to the right of the fund you want to give to
  - f. Select 'one time', 'recurring' or 'pledge'
    - i. Pledge
      1. Type total pledge amount and starting date
      2. Select payment account, payment amount, choose weekly or monthly
      3. To make a down payment (not required) enter \$ amount and account
    - ii. One-Time
      1. Enter dollar amount, date, and account number
      2. Type special instructions (if needed)
    - iii. Recurring
      1. Type gift amount and choose weekly or monthly
      2. Select starting date
      3. Select payment account
  - g. Scroll to bottom of page
  - h. Click Submit
  - i. On next page, Click Submit to Confirm gifts
  - j. If you would like a printed receipt, Click 'print'
  - k. After printing, Click 'finish'