



A Quick Guide to Setting Up an Using Online Giving

Online Giving allows you to make your donations to the parish online. It provides a stable income base to our parish and makes giving easier for you and your family. Please consider using it.

Online Giving will be available to use on Monday November 30th. Please note that ALL collections are on a **monthly** basis, you cannot make a gift weekly at this time.

Step 1—Gather your bank information and setup your login id

- Collect your checking, savings or credit card information for the account(s) you plan to use. You will need bank account id's and routing numbers for checking accounts, but you may need to call your bank for savings account routing numbers

- Go to the parish webpage www.stmatthewcatholic-southboro.org

- Click on the **OnLine Giving Icon**.

- Left click on **create new account** - Fill in the form (except for the registration code).

Your User ID must be 6 - 12 characters and contain at least 1 alpha and 1 numeric character and no spaces. e.g. jsmith5

*Your password must be 8 - 12 characters and contain at least 1 alpha, 1 numeric and one of these special characters: ! @ & *. e.g. p@ssword5*

- Click on **SUBMIT**. You will receive an e-mail from St Matthew Parish with the subject 'Welcome to Online Giving', open it and click on the link. This verifies your e-mail and brings you to login screen.

(It usually takes 10 - 15 minutes to receive this e-mail. If you do not receive it within two hours, please contact Barbara Murphy at the phone number or e-mail address on the reverse side of this page. DO NOT try to create another account.)

Step 2—Set up your Payment Methods

- Login using the User ID and Password you just created.

- Left click on **My Payment Methods**. -

- For bank accounts, click the **bank tab**.

- The Bank alias is however you want to refer to the bank.

- If you select Savings instead of Checking and your account does not have checks, please call the bank to get the routing number.

Note: You can enter as many bank accounts and/or credit cards as you wish and you can designate which one to use for each gift you make.

- When you have entered your accounts, click on **SUBMIT**.

Note: Neither St Matthew's nor ParishSoft can view or have access to any of your account information. All information is stored on the secure servers maintained by Sage. This assures that your privacy will not be compromised. Sage is the company that handles the money transfers.

- You can edit or delete your account(s) at any time.

Step 3—Setup your Gifts

- Click on **Manage My Account** and then click on **Give a New Gift**.
- A screen listing all the available funds comes up. The fund list is updated on a regular basis and there are usually 3 - 4 months of collections listed. At present, all funds through New Year's Day have been added.
- The blue information button to the left of the fund name displays a description of the fund, as well as the collection date, if applicable.

NOTE: One time gift is intended to be a gift for a specific use which you would record in the memo space. Please DO NOT use it for your regular weekly or special collection gifts.

- Select the fund you want to donate to and the Gift type.
- Fill in the amount of the gift, the date you want to make the payment and which of your accounts you want to be charged.. You can also remain anonymous if you want.
- When you have completed making all of your gifts, click **NEXT**.
- A review screen showing all the gifts you made will be listed. To make corrections select the back button, otherwise select **SUBMIT**.

Note: Some people may be concerned about what happens during 5-week months for their Weekly Offering. Since the gifts are currently transferred only once a month , weekly offering amounts need to be translated to monthly gift amounts. We suggest that you take your weekly offering, multiply it by 52 and then divide by 12 and round off. For your convenience, these are the calculations for some of the most common weekly gifts.

\$5.00/week	\$22/month
\$10.00/week	\$44/month
\$20.00/week	\$87/month
\$25.00/week	\$108/month
\$30.00/week	\$130/month
\$50.00/week	\$217/month

- You will receive an e-mail confirmation of your gift(s) from St Matthew with the subject "Your Gift(s) have Been Processed".
- You will also receive an e-mail from St Matthew whenever the fund list is updated, or when changes due to software enhancements or pertinent information is available.

Donations to Partners in Charity cannot be made through OnLine Giving at this time.

Thank you for considering Online Giving!

If you have any questions, problems, or suggestions contact Barbara Murphy at 508-485-2285 (rectory) or bmurphy@stmatthewsb.org. Let Nancy Falconi, our parish secretary, know when you no longer want to receive envelopes by calling the rectory and we will cancel them.