

ParishSOFT Online – Online Giving Account Instruction Guide

Welcome! *ParishSOFT Online Giving* offers parishioners an easy-to-use and secure web-based system to make contributions to the parish including: pledge payments, Sunday offerings and second or special collections. All that is needed is an internet connection, a web browser, and your email address (the same one currently on file in your St. Gabriel's family registration).

When using online giving you have no checks to write and no envelopes to put checks or cash in. Your electronic contributions are completely safe and secure and always under your control.

The parish benefits from you using *ParishSOFT Online Giving* by improved management of the annual budget when you donate using scheduled recurring giving (donating weekly, bi-weekly, monthly, twice per month, quarterly, semi-annually or annually).

Create Your New ParishSOFT Online Giving Account

First open your web browser and go to parish's website at <http://stgabrielma.org/> and click on *ParishSOFT Online Giving* button. This will take you to the *ParishSOFT Online Giving* page.

In the event that you need help with this process, please call the parish office and an Online Giving staff member will either help you directly or insure that a staff member returns your call. You may also call Art Bartlett at 508-278-2158 or send Art an email (art.bartlett10@gmail.com).

Second click on the **First Time?** (New User Registration) button at the top left of the screen and complete the information requested. Your email address entered on this form will be your username for *ParishSOFT Online Giving*. Registration will require you to create a password. Remember the password you created! No one on the church staff or at ParishSOFT Corporation can see or retrieve your password.



St. Gabriel the Archangel Parish

Login to Online Giving!

Secure Login 

First Time?
» New User Registration

Quick Give
» No Login Required

Scheduled Giving
» Automatic Recurring Donations

Existing users, please login below. If this is your first time donating online, please click the "First Time" link on your left.

User Email

Password

[Forgot Password?](#)

Remember Me

Complete the information requested on the registration form. Note that your email address entered here must be the same family email address on file at the parish office.

If the event that you forget your password, simply click on the *Forget Password?* field just above the password on the login screen. This process will send you an email (to the email address that your setup for your *ParishSOFT Online Giving* account) with password reset instructions.

A Few Useful Notes:

- Donating using your checking account is easy. Whenever you see an image of a check on a screen you can use your checking account to make you contributions.
- The typical Catholic family in the US attends weekly Mass at their “home parish” 37 weeks a year. That means that the same family attends weekly Mass elsewhere or not at all 15 weeks per year. Online giving allows every family to continue to support St. Gabriel’s even when you are unable to attend Mass.
- You can have several payment methods on your account (one or more credit cards, debit/ATM cards, check cards or checking accounts).
- *ParishSOFT Online Giving* does not withdraw from savings accounts.
- The goal of the parish is to have all online givers use the scheduled recurring features of online giving.



St. Gabriel the Archangel Parish



First Time?

Secure Login

First Time?

» New User Registration

Quick Give

» No Login Required

Scheduled Giving

» Automatic Recurring Donations

My Account

» Personal Info & History

Welcome to Online Giving

If this is your first time giving online, simply fill in your basic information below. Next time, you'll get to skip this step!

First Name:

Last Name:

Address Line 1:

Address Line 2:

City, State / Zip: MA /

Phone Number:

Email Address:

Password:

Confirm Password:

Envelope Number:
(If Known)

Your email address will become your user name when you sign in.
This email address will also receive confirmations.

Submit

- In the event that you forget your password, simply click on the *Forgot Password?* field just above the password on the login screen. The process will send you an email (to the email address that your setup for your *ParishSOFT Online Giving* account *Username*).

One-Time Gift

A one-time gift is just as the name implies: This gift will happen one-time, cannot be scheduled, is not recurring and will be charged to your selected payment method immediately or on the next business day. **One-Time gifts are not intended to make periodic donations to the parish.** Please use Scheduled Giving for that purpose.

One-Time unscheduled gifts must have a payment method of a Card (VISA, MasterCard, Discover, American Express, Debit, or Check Card), or eCheck (your checking account).

1. Click on the GIVE NOW button.

St. Gabriel the Archangel Parish

Welcome Art Bartlett Log Out

Give Now
» One Time Donations

Scheduled Giving
» Automatic Recurring Donations

My Account

My Donation

Amount: \$0 To: Sunday Offering -- Weekly ▼

[+ Add Another Fund](#)

Card Information

Card Type: Visa ▼

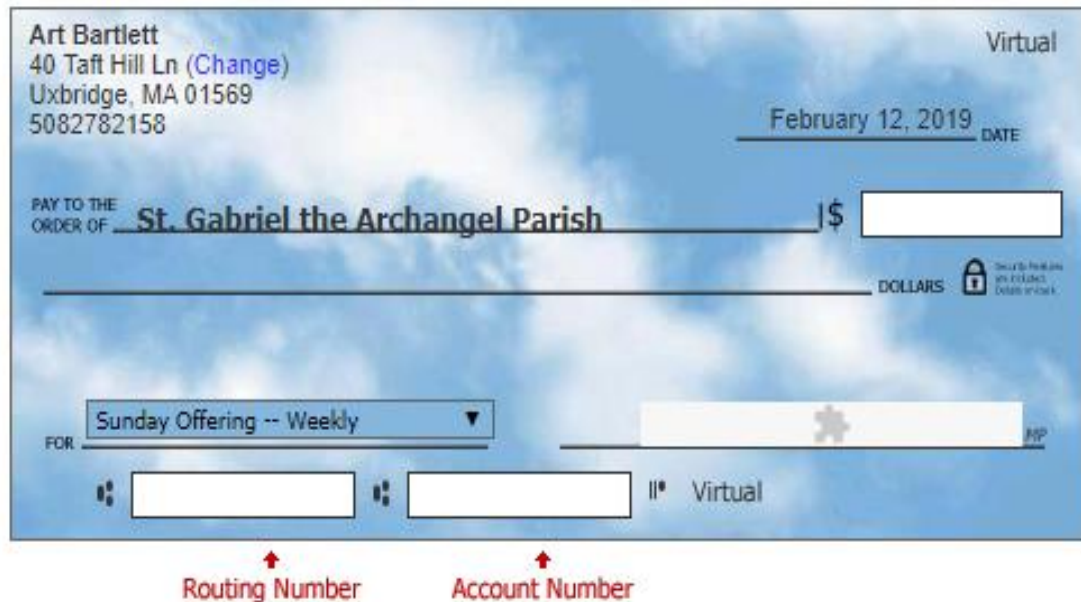
Card Number:

2. For your one-time donation enter the amount of your intended gift.

- Next select the fund to which you want to donate to. There are over 30 funds in the drop-down list.

PAYMENT BE CHECK:

- NOTICE the image of the check at the top right of the screen. If you click on this image you have the opportunity to process this gift using your checking account. You're required to enter your bank's routing number and your checking account's number.



- The drop-down list in the MEMO section is the fund (collection) that you wish to donate to. You must enter the same bank routing and account number as printed on you checks.

PAYMENT BY CHARGE/ATM CARD:

- If using a credit/ATM card, in the "Card Type" field click on the drop-down arrow to select your method of payment. You can select from: VISA, MasterCard, Discover, Debit / ATM Card or eCheck (your checking account).
- If you selected any card, complete the form with your card's information
- You also have the option of SAVING this payment method for future use. Simply click on the *Save This Card* box.
- This donation will be processed immediately or on the next business day.

My Donation



Amount: \$ To: ▼
[+ Add Another Fund](#)

Card Information

Card Type: ▼
Card Number:
Card Expiration: ▼ / ▼ (month / year)
Card Code: [« Help?](#) Save this Card

Card Holder Information

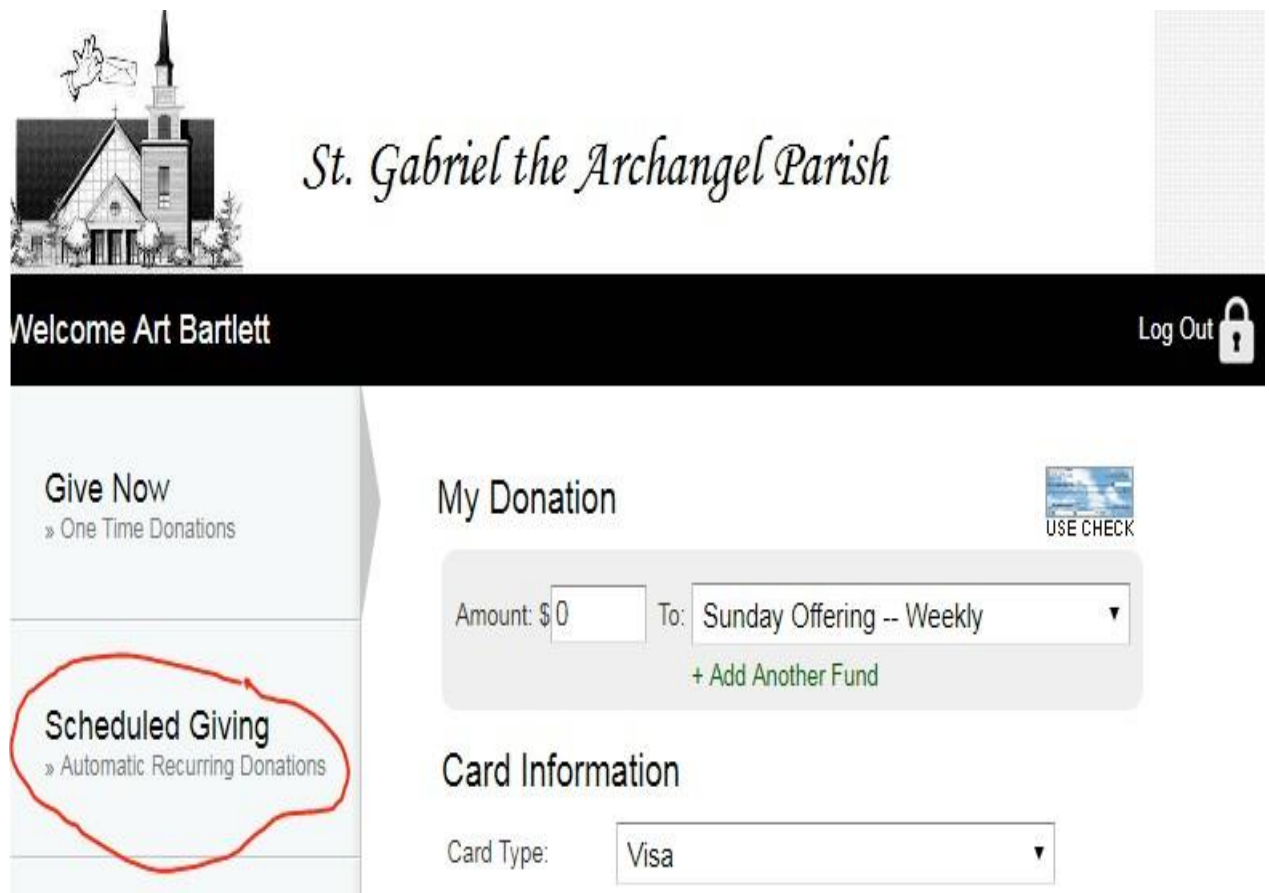
Name on Card:
Billing Address: (street address)
Zip Code:
 Add 2% to help cover costs of processing?

10. Input the amount of your donation and the fund (collection) that you want your donation to go to. There is a drop-down list for all available funds / collections that you can donate to. If the fund that you are looking for is not on the drop-down list, please call the parish office.
11. Next enter your payment information. There is also a drop-down list for all available payment methods for this donation. Payment by check is not available for a one-time donation. If your checking account also has an ATM card, use that card. This type of transaction will process the donation through your check/ATM card and be recorded in your checking account statement.
12. Here there is also the option of add 2% to your donation amount to help the parish defray the costs of processing and maintenance of **ParishSOFT Online Giving**. The parish must maintain the online giving system and also pay transaction processing costs.

Scheduled Giving and Recurring Giving

Here you can schedule your one-time donations for a future date or scheduling periodic recurring donations. **Scheduled recurring gifts are what helps the parish most.** For example, you could schedule “Sunday Offering” donations of \$25 each week until you tell the system to stop AND “Haiti” on the 5th of each month and “Mortgage-Debt Reduction” on the 20th of each month. You can donate anytime from any place. Therefore, you could even donate to “Christmas” in July or “Easter” in December.

- a) **Login to ParishSOFT Online Giving** using your username and password in the usual manner.
- b) Select the “Scheduled Giving” button



The screenshot displays the ParishSOFT Online Giving interface for St. Gabriel the Archangel Parish. At the top left is a logo of a church with a dove. The header text reads "St. Gabriel the Archangel Parish". Below the header, a black bar contains the text "Welcome Art Bartlett" on the left and "Log Out" with a lock icon on the right. The main content area is divided into two columns. The left column has a "Give Now" button with a sub-link "» One Time Donations" and a "Scheduled Giving" button with a sub-link "» Automatic Recurring Donations". The "Scheduled Giving" button is circled in red. The right column has a "My Donation" section with a "USE CHECK" button, a form for "Amount: \$0" and "To: Sunday Offering -- Weekly", and a "+ Add Another Fund" link. Below this is a "Card Information" section with a "Card Type" dropdown menu set to "Visa".

- c) To help you make decisions on your contributions we have included a **Second Collections Definitions** table on the Parish website under the “Support Our Parish” tab. In this table you will find: [a] the name of each collection, [b] an asterisk (*) indicates funds that remain at St. Gabriel’s, [c] the month during which that collection

is usually made, and [d] a brief description of the purpose of the collection. Remember that you can make a donation to any collection on your schedule.


Art Bartlett Log Out

Give Now
» One Time Donations

Scheduled Giving
» Automatic Recurring Donations

My Account
» Personal Info & History

My Scheduled Giving



Choose a Fund:

Frequency:

Amount:

Start Date:

Card Information

Card Type:

Card Number:

Card Expiration: / (month / year)

Card Holder Information

Name on Card:

Street Address:

Zip Code:

Add 2% to help cover costs of processing?

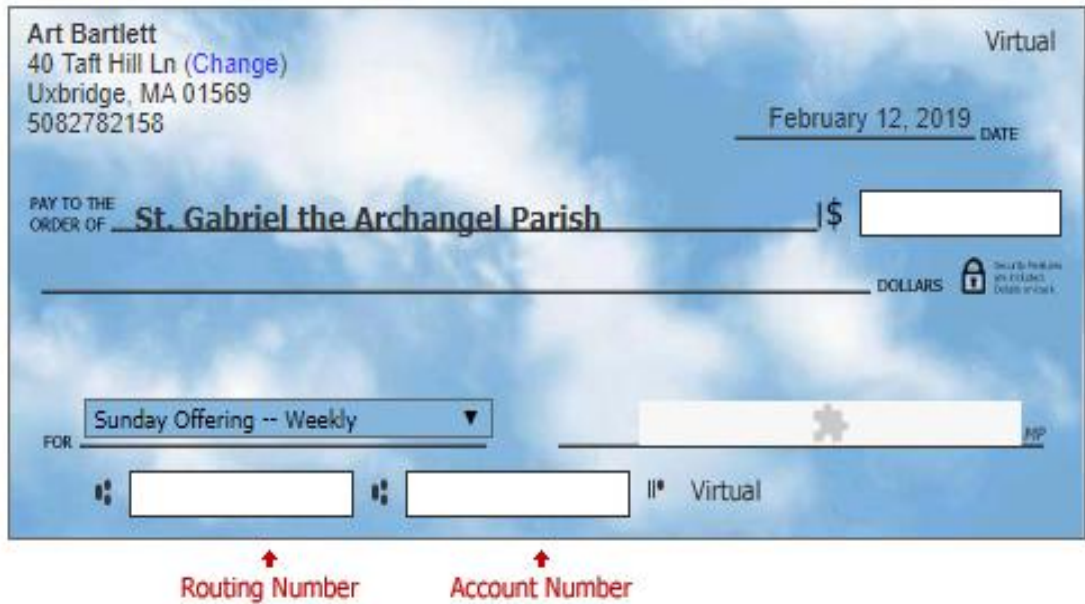
d) If you have already used the online giving system the payment methods used may appear

here for you to reuse.

- e) Here again you have the options of making donations using your Credit Card, ATM Card or checking account.

PAYMENT BY CHECK:

- f) NOTICE the image of the check at the top right of the screen. If you click on this image you have the opportunity to process this gift using your checking account. You're required to enter your bank's routing number and your checking account's number.



- g) The drop-down list in the MEMO section is the fund (collection) that you wish to donate to. You must enter the same bank routing and account number as printed on you checks.

PAYMENT BY CHARGE CARD:

- h) If using a credit/ATM card, in the "Card Type" field click on the drop-down arrow to select your method of payment. You can select from: VISA, MasterCard, Discover, Debit / ATM Card or eCheck (your checking account).
- i) If you selected any card, complete the form with your card's information.
- j) For your first schedules donation, select the fund (collection) that you wish to donate to. There is a drop-down list of available funds to donate to.
- k) Select the frequency of this donation (weekly, bi-weekly, monthly, twice per month, quarterly, or annually (example: you usually donate \$25 every week. Your monthly donation would be calculated as: $\$25 \times 52 \text{ weeks} = \$1,300 / 12 \text{ months} = \108.33 per

month).

- l) The “Start Date” is set by default to the current date. You can change the “Start Date” if you want your donation to start on any future date. Using the example above of a monthly donation, this setup will be processed each month until you change the earlier of [a] when you stop the automatic donation or [b] when your charge card has been deactivated or [c] the charge card has reached its expiration date, or [d] if the charge card has a “bank hold” on it.
- m) Here you also have the option to add 2% to your donation amount to help the parish defray the costs of processing and maintenance of *ParishSOFT Online Giving*. The parish must maintain the online giving system and also pay transaction processing fees.

My Scheduled Giving

Art Bartlett
40 Taft Hill Ln (Change)
Uxbridge, MA 01569
5082782158

Virtual

June 20, 2018 DATE

PAY TO THE ORDER OF St. Gabriel the Archangel Parish \$

DOLLARS

FOR Sunday Offering -- Weekly

Art Bartlett MP

Virtual

↑
Routing Number

↑
Account Number

Recurring Donation Schedule

Frequency:

Start Date:

Checking Account Information

Bank Name & State: /

Account Type:

By clicking on the Authorize button below, I authorize St. Gabriel the Archangel Parish to initiate recurring electronic debits to my bank account in the amount of \$0.00 for the schedule determined above.

Add 2% to help cover costs of processing?

AND DON'T FORGET TO PRESS THE "**AUTHORIZE**" at the bottom of the screen.

- a) To schedule multiple recurring donations, this time to our sister parish in Haiti (example below), click on the bottom of the screen on [Click here to add an additional schedule.](#)
- b) I want my donation to come from my checking account and only one time each month at the rate of \$50 per month. After entering the fund ("Haiti"), the frequency of donations (Monthly), and the "Start Date" defaulting to "today," click on the image of the check on the top right corner of the screen.
- c) **Payment by eCheck:** If you want to make your donation using your checking account you will need your bank's routing number and your checking account number. If you plan on using your checking account for future donations you may want to check the save this account button.

Art Bartlett

Give Now
» One Time Donations

Scheduled Giving
» Automatic Recurring Donations

My Account
» Personal Info & History

My Scheduled Giving

Choose a Fund:

Frequency:

Amount:

Start Date:

USE CHECK

Card Information

- d) Using the dropdown list of funds select "Haiti Collection – Monthly."
- e) Select the frequency of "Monthly."
- f) Enter the amount of \$50 and an appropriate "Start Date".
- g) Using the dropdown list of funds select "Haiti Collection – Monthly."

- h) Select the frequency of “Monthly.”
- i) Enter the amount of \$50 and an appropriate “Start Date”.
- j) To make donations using your checking account, you will actually be using **eCheck** which is very like writing a check, but using an electronic online check.
- k) Click on the image of a check at the top right corner of the screen.
- l) Click on the image of a check at the top right corner of the screen.
- m) A new screen with an image of a blank check is displayed.

Art Bartlett
40 Taft Hill Ln (Change)
Uxbridge, MA 01569
5082782158

Virtual

August 01, 2018 DATE

PAY TO THE ORDER OF St. Gabriel the Archangel Parish \$

Fifty and no/100 DOLLARS

FOR Haiti Collection -- Monthly Art Bartlett

011000138 1111111111 Virtual

Routing Number Account Number

- n) There are several things that you need to enter information on this screen:
 - You need to fill in the amount to be donated monthly
 - Notice that the “memo” section of the check will print the fund that you are donating to. This is an IRS requirement for income tax deductions for all checks, both manually written from your check book or using an echeck.
 - Your bank’s routing number and your account number at that bank are located on your checks or deposit slips. They both must be entered here. The eCheck screen above points out where the bank’s routing and your checking account numbers are located on any check. If you don’t know your bank routing number or your account number, both can be found as indicated on the check image on this screen.
 - Complete the bank’s name as it appears on the account

- Complete the fields on this form.
- When scheduling recurring donations using your checking account (eCheck), remember that the fund which you are donating to you charge to is in the drop-down list of funds on the memo section of the check. In this case “Haiti Collection.”

A FEW USEFUL NOTES:

1. If you are using an **eCheck** for this donation, you have the option to save this payment method by clicking the box “Save this Account.”
2. Here there is also the option of add 2% to your donation amount to help the parish defray the costs of processing. The parish must maintain the online giving system and also pay transaction processing costs.
3. If you used a card as a payment method, you have the option of **SAVING** this payment method for future use. Simple click on the **Save This Card** box.
4. Donating using your checking account is easy. Whenever you see an image of a check on a screen you can use your checking account to make you contributions.
5. The typical Catholic family in the US attends weekly Mass at their “home parish” 37 weeks a year. That means that the same family attends weekly Mass elsewhere or not at all 15 weeks per year. Online giving allows every family to continue to support St. Gabriel’s even when you are unable to attend Mass.
6. You can have several payment methods on your account (one or more credit cards, debit/ATM cards, check cards or checking accounts).
7. **ParishSOFT Online Giving** does not withdraw from savings accounts.
8. The goal of the parish is to have all online givers use the scheduled recurring features of online giving.

A WORD ABOUT SAVINGS ACCOUNTS:

The Federal Reserve limits the number of monetary transfers from a savings account to any other source to 6 per month or the account may be automatically terminated. Because of this, most donation sites including **ParishSOFT Online Giving**, will not take money out of savings accounts.