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## CREATE A NEW ACCOUNT

### CREATE A NEW ACCOUNT

- 1) If you came to the Parish Giving website through the link on your parish website you have been automatically associated with that parish. Click on the Create a New Account link and go to step 3
- 2) If you came to the Parish Giving website through [www.pariah-giving.org](http://www.pariah-giving.org) please complete A-C, then go to step 3
  - a.) Click on Create a New Account
  - b.) Search for your organization either by Zip Code or Organization name
  - c.) Click on your organization
- 3) Complete the Account information section, making sure to read and then click the Terms & Conditions section
- 4) Click Save Account Information
- 5) Complete the Billing Information Section
- 6) Click Save
- 7) You will be taken to the My Contributions page

**ADD CONTRIBUTIONS TO MY NEW ACCOUNT**

## ADD CONTRIBUTION(S) TO MY NEW ACCOUNT

- 1) Select the contribution type from the dropdown menu or select Add All Contributions. If you select Add All Contributions please note that any contributions that have a \$0.00 amount will be dropped when you save your changes. Also please note that your contributions can be edited from the individual Details box or within the grid itself
- 2) Select the frequency (some contributions will have more frequency options)
- 3) Select the amount you wish to contribute
- 4) Select the Billing account you wish to use
- 5) Select the Next Bill date (Some contributions such as Holy Days and Second Collections will have pre-set contribution dates that cannot be changed)
- 6) Click Close
- 7) Repeat this process for any additional contributions you wish to add
- 8) When complete click Save Changes link to save your changes

## USE PAYNOW FEATURE

**USE PAYNOW FEATURE**

- 1) Click on the Make a Payment link
- 2) Find your Organization
  - a.) Search for your organization either by Zip Code or Organization name
  - b.) Select your organization
- 3) Select your Contribution type or create a Custom contribution
- 4) Select your Contribution Amount
- 5) Complete the Memo section if desired
- 6) Complete Name and E-mail Address
- 7) Complete the Payment Info section, making sure that the account information is accurate
- 8) Read and click the Terms & Conditions box
- 9) Click Pay Contribution Now

**USE PAYNOW FEATURE FROM MY EXISTING ACCOUNT**

### **USE PAYNOW FEATURE FROM MY EXISTING ACCOUNT**

- 1) Click on the Pay Now tab
- 2) Select your Contribution type or create a Custom contribution
- 3) Select your Contribution Amount
- 4) Select your Billing account
- 5) Click Pay Contribution Now
- 6) A pop-up will confirm that your payment was processed

**ADD CONTRIBUTION(S) TO MY EXISTING ACCOUNT**

### **ADD CONTRIBUTION(S) TO MY EXISTING ACCOUNT**

- 1) Login to [www.parish-giving.org](http://www.parish-giving.org) with your username and password
- 2) You will land on My Contributions page
- 3) To add a Contribution
  - a.) Select the contribution type from the dropdown menu
  - b.) Select the frequency (some contributions will have more frequency options)
  - c.) Select the amount you wish to contribute
  - d.) Select the Billing account you wish to use
  - e.) Select the Next Bill date (some contributions such as Holy days and Second Collections will have pre-set contribution dates that cannot be changed)
  - f.) Click Close
  - g.) Repeat this process for any additional contributions you wish to add
  - h.) Please note that any contributions with a \$0.00 will be dropped when you save your changes
  - i.) When complete click Save Changes link to save your changes

**EDIT CONTRIBUTION(S)  
ON MY EXISTING ACCOUNT**

## **EDIT CONTRIBUTION(S) ON MY EXISTING ACCOUNT**

- 1) Login to [www.parish-giving.org](http://www.parish-giving.org) with your username and password
- 2) You will land on My Contributions page
- 3) To edit a Contribution
  - a.) Click on the Details button which will open the Contribution dialogue box or you can edit the contribution in the grid
  - b.) You can change the Frequency, Amount, Billing Account and Next Bill Date. The transaction history for the Contribution will also be available
  - c.) Click Close
  - d.) Repeat this process for any additional Contributions you wish to edit
  - e.) When complete click Save Changes link to save your changes

**UPDATE MY EXISTING ACCOUNT  
BILLING INFORMATION**

## **UPDATE MY EXISTING ACCOUNT INFORMATION**

- 1) Login to [www.parish-giving.org](http://www.parish-giving.org) with your username and password
- 2) Click on My Account Info
- 3) Make any necessary changes to your account information (address, phone number, email address etc.)
- 4) Click Save Account Information
- 5) To Edit your Billing Information:
  - a.) Click on the Edit button
  - b.) Make any changes to Billing information (card type, account number, expiration date etc.). When editing billing information be sure to enter complete routing and/or account number
  - c.) Click Save
- 6) To Add a Billing Account:
  - a.) Click on the New button
  - b.) Add a Billing account nickname and complete all other information
  - c.) Click Save

## **HOW TO GENERATE A CONTRIBUTION HISTORY REPORT**

- 1) Login to [www.parish-giving.org](http://www.parish-giving.org) with your username and password
- 2) Click on the My Contribution History tab
- 3) Leave the Contribution name blank so that you capture all contributions
- 4) Type in the Start and End Dates
- 5) Click Refresh
- 6) You will be shown a list in chronological order
- 7) Click on the Adobe Acrobat icon to convert the report to a printable or e-mail able PDF file