

ELECTRONIC FUNDS TRANSFER (ONLINE GIVING) FOR SUNDAY OFFERINGS

HOW TO ENROLL ONLINE INSTRUCTIONS FOR SELF-REGISTRATION

- You must have a valid e-mail in order to self-register for **ONLINE GIVING**.
- Go to the parish website: www.svdphb.org, and select **ONLINE GIVING** on the lower left toolbar
- Select “Create a New Account”
- Fill out required information: Login information, Personal information and Address information.
 - You must have a valid e-mail to validate your account. You will receive an e-mail from Parish Soft/Sage Payment Solutions. Follow instructions on the e-mail so that you can continue the registration process.
- Once your e-mail has been validated, log into your online giving account.
- To set up your recurring **ONLINE GIVING** contributions:
 - Select “My Payment Methods” to add your credit card/banking information.
 - On the right hand side of the page, select “Give a New Gift” to set up your recurring **ONLINE GIVING** contributions.
 - A list of all funds offered will be displayed. Choose the Fund you wish to contribute to and choose “recurring” from the “Select Gift Type” drop down menu.
 - A sub-menu will appear just below the fund name. Choose your contribution amount, the frequency of your contribution and the date you wish to begin contributing.
 - Repeat this process for each fund you wish to contribute to.
 - Once you have finished, click “Next” at the bottom of the page.
 - A summary page will appear next. This page will summarize the selections you made in the previous page. Review them carefully and if all information is correct, select “Submit”.
 - The next page will provide you a confirmation of the contributions that have been received. Please print a copy of this page for your records. Click on “Finish” to return to your home page.
 - Sign out of your account.
 - Remember your selected User ID and Password
- The parish will send you an end of year tax donation letter.