

## **How to make pledge payments, Sunday plate offerings, or a one-time donation using Saint Ann's new, secure, ONLINE GIVING option.**

Go to the church website and click GIVE on the main menu (far right) or use this link to go directly to the Give Page.  
[www.saintannsoldlyme.org/give](http://www.saintannsoldlyme.org/give)

Click the red box "ONLINE GIVING"

If it is the first time you're using this program, you'll need to Create Your Online Profile by clicking "Create Profile" on the right side of the screen.

### **CREATE PROFILE**

Enter your email address twice then click "Continue"

Enter your first and last names and your address.

Choose a password (see the password requirements listed)

Enter your password again to confirm

Click "Create Profile"

### **ONLINE DONATION PAGE**

Click "Add Transaction"

### **DONATIONS**

In the Donations section, you have five choices:

Sunday Pledge

Sunday Plate Offering

Easter Gift

Christmas Gift

Other (please specify) with optional memo line

Enter the amount you would like to give.

Donation frequency, use the pull-down menu to choose:

One Time

Weekly

Biweekly

Monthly

Semi-Monthly

Enter the date you would like the gift made (for instance, the upcoming Sunday)

Donation End Date is optional

Click "Continue"

**Example one:** Your 2020 Stewardship pledge was \$1,200 and you're paying \$100 per month.

- Next to Sunday Pledge, enter 100.00
- Donation Frequency, choose Monthly
- Donation Start Date, enter the date of the upcoming Sunday
- Donation End Date: You can enter an end date or skip this line for uninterrupted, recurring donations.
- Click "Continue"

**Example two:** You want to give a one-time Easter gift of \$50.

- Next to Easter Gift, enter 50.00
- Donation Frequency, choose One Time
- Donation Start Date, enter a date or leave default current date
- Donation End Date, skip this line
- Click “Continue”

## **DONATION INFORMATION**

Choose payment type: Credit/Debit Card, Checking Account or Savings Account, and complete the required information.

You can choose to donate an extra 2.75% of your gift to offset some of the processing fee.

Click the box next to “I’m not a robot”

Click “Process”

You will receive a gift confirmation via email. The church office will receive an email to document your donation amount and frequency.

### **Make an additional donation or track your previous donations:**

If you’re returning to make an additional donation or to track your previous donation, go to the Give Page on our website and click ONLINE GIVING. Click “Log In” on the right and enter your email and password.

You will see any Scheduled Transactions and your Transaction History. You can click on “Add Transaction” to make an additional donation or “Edit Account” to change your address, password, etc.

