

How to get started with Online Giving

Step 1 is to go to the St Joseph the Worker Webpage www.saintjosephfw.com and click on the [Online Giving logo](#). This link takes you to the Saint Joseph the Worker (Ft. Wayne) Catholic Church Online Giving login page.

Creating a new account, Existing Giver Login

Step 2 is to sign up for online giving by clicking on the [Online Giving logo](#). This link takes you to the Saint Joseph the Worker (Ft. Wayne) Catholic Church Online Giving login page (shown below). To get started, click the **"Sign up for a New Account"**.

Saint Joseph Catholic Church

Online Giving

Welcome to Online Giving!

We are grateful for your support of St. Joseph the Worker Catholic Church, Brooklyn & Hale, Ft. Wayne, IN. Online Giving allows you to make contributions to our church without writing checks or worrying about cash donations. You can set up automatic contributions, change the timing or the amount of your gift, make pledges, manage your contributions to the pledge amount, or may make one-time donations to special causes. Please click on "Sign Up for Your New Account" and complete your initial account registration. Thank you for your generosity!

Existing Giver

User name

Password

Log in

[Forgot User ID or Password?](#)

[Sign up for a New Account](#)

- **Login after your account is created:** Simply enter your User name and Password and click on the Log in button as shown on this initial Online Giving screen.
 - **User ID or Password recovery:** Select either [Forgot User ID or Password](#) as shown on this initial Online Giving screen and enter your eMail address used to register your account. An eMail will be sent to that eMail account with the requested information.
 - **Menu selector:** In the upper right corner, clicking the page icon displays your menu selections and **LOGOUT**. Note: Your session will timeout and log you off after 10 minutes of no activity.
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Step 3 Creating your Login Information and account information. You will need to create a User ID and Password plus enter contact information.

- **User ID** must be 6-35 characters and contain both letters (case sensitive) and numbers (such as smITH78) plus optional symbols !, @, & or *. Your eMail address can be used as your User ID. (This website is Mobile friendly)
- **Password** must be 8-16 characters and contain letters (case sensitive) and numbers. It is strongly suggested that at least one letter, number, and symbol: !, @, & or * in your password for your increased protection.
- **Personal Contact information:** Enter your personal information which is used by the On-Line Giving administrator and St Joseph staff only.
- **Registration Code:** Not entered. (For administrators only)
- **Submitting:** Enter the special code shown on screen and click on **SUBMIT**
- After submitting the signup form, you will receive an eMail to the eMail address which request you to verify the information and reply to activate your on-line giving account.

Login Information	Personal Information	Address Information
User ID *	First Name *	Address 1 *
<input type="text" value="Test21User"/>	<input type="text" value="Your First Name"/>	<input type="text" value="2213 Broollyn Ave"/>
<div style="background-color: #ffffcc; padding: 5px;">ⓘ User ID requirements:<ul style="list-style-type: none">• must be between 6 and 35 characters• may contain alphabetical characters and numbers• may contain these special characters (!@&*)</div>	Last Name *	Address 2
	<input type="text" value="Your Last Name"/>	<input type="text"/>
	Email *	City / State *
	<input type="text" value="eMailID@Provider.com"/>	<input type="text" value="Ft. Wayne"/> <input type="text" value="IN"/> <input type="button" value="v"/>
Password *	Confirm Email *	Zip *
<input type="text"/>	<input type="text" value="eMailID@Provider.com"/>	<input type="text" value="46802"/> <input type="text"/>
<div style="background-color: #ffffcc; padding: 5px;">ⓘ Password requirements:<ul style="list-style-type: none">• must be between 8 and 16 characters• may contain alphabetical characters and numbers• may contain these special characters (!@&*)</div>	Phone	
	<input type="text" value="(260) 432-5113"/>	
Confirm Password *		
<input type="text"/>		
Registration Code		

Step 4 Account validation: You will receive an eMail to the eMail address you entered in **Step 3**. Verify the information is correct and if so reply to the eMail as instructed. Your St Joseph's Online Giving account is now ready for your use.

Step 5 Account access: From the St Joseph website, click on the [Online giving logo](#) and enter the User ID and password you just created (See Step 1's screen shot). You will be logged in and see the primary online giving screen as shown below. This screen provides access to the key areas and provides a summary of your St. Joseph Online Giving, Year-To-Date.

Saint Joseph Catholic Church

Menu

Lonnie-Mary's Online Giving Home

- [Give a New Gift](#)
- [View or Update My Current Gifts](#)
- [Add or Update My Payment Methods](#)
- [View or Update My Personal Information](#)
- [View My Giving History & Tax Information](#)

My Recent Gifts

Collections-Adult / Ofenda dominical	^
\$10.00 - 7/20/2014	
Collections-Adult / Ofenda dominical	
\$10.00 - 6/20/2014	
Collections-Adult / Ofenda dominical	v

Given YTD: \$30.00

St. Joseph Catholic Church thanks you!

- **Give a New Gift:** Primary menu for Regular Adult, Holy Days, School Support, Building Fund... Detailed instructions to follow.
- **View or Update My Current Gifts:** After you are giving via Online Giving, you can view your current gifts by clicking here.
- **Add or Update My Payment Information:** At least the first time in your Online giving account, you must add your Bank Account and/or a Credit Card (VISA, Master Charge, Discover, American Express) account information. Detailed instructions to follow.
- **View or Update My Personnel Information:** Allows updates to your personal Information entered in **Step 2**.
- **View My Giving History & Tax Information:** Full history of your Online Giving only.

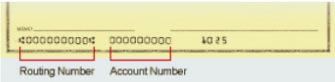
Step 6 Adding your Payment information: At least the first time in your Online giving account, you must add your Bank Account and/or a Credit Card (VISA, Master Charge, Discover, and American Express) account information. After entry, you can add a new bank account or delete an existing account.

- **Bank Account:** Fill in the Bank Name, select the account type, enter the Routing Number twice, and enter the Account number twice. Next type in the special unique text you see in the box on screen. Finally click on **Save**.
- **Credit Cards:** Fill in the Card Name (Name on the Credit card exactly); Card Number, Expiration Date and if the Credit Card's billing address is different from the one you entered into Online Giving, enter that address. Next type in the special unique text you see in the box on screen. Finally click on Save

Add New Bank Account

Bank Name *

Bank Account Type * ▼

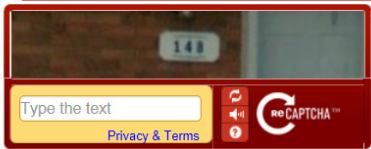

Routing Number Account Number




Routing Number *

Confirm Routing Number *

Account Number *





Confirm Account Number *

Enter the code: * 

[Privacy & Terms](#)

Add New Credit Card

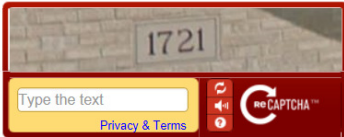
Accepted Cards *    




Card Name *

Card Number *

Expiration * ▼ ▼

Billing Address

Enter the code: * 

[Privacy & Terms](#)

Step 7 Give Menu: This menu allows selection of any of the 28 areas St Joseph’s church has in its current envelope packets send to you each month. Any area you select to give to replaces the need for the envelope for that area to be placed in the Sunday collection basket or one can check the “I give electronically” box if you feel better dropping in an envelope.

Saint Joseph Catholic Church



Menu

Give

☞ Collections-Adult / Ofenda dominical <small>Regular weekly giving per family</small>	<input type="text" value="Select Gift Type"/>
☞ Centennial Imp Camp / Mejoras de capital <small>School and Church improvements</small>	<input type="text" value="Select Gift Type"/>
☞ School Support / Apoyo económico escolar <small>Operational expenses.</small>	<input type="text" value="Select Gift Type"/>
☞ School Tuition Assistance / Subsidio escolar <small>Student tuition assistance program.</small>	<input type="text" value="Select Gift Type"/>
☞ St Vincent de Paul Society/San Vincente de Paul <small>Help for parishioners or needy within our parish boundaries with food.</small>	<input type="text" value="Select Gift Type"/>
☞ Donations-General <small>General donation or bequest</small>	<input type="text" value="Select Gift Type"/>

- This menu (window) continues with all the possible area one can give to via St Joseph Online Giving. The complete list is:
 - 1. Collections - Adult, 2. School Support, 3. School Tuition, 4. SJ Centennial Improvement Campaign, 5. St Vincent de Paul Society, 6. General Donation. These are on the top of the list and shown above. The remaining area are listed in alphabetical order:
 - 7. All Saints Day, 8 All Souls Day, 9 Ascension, 10 Assumption of Mary, 11 Care of Holy Land, 12 Catholic Charities, 13 Communications Campaign, 14 Christmas, 15 Easter, 16 Feast of Immaculate Conception, 17 Flower Fund, 18 Home Missions Appeal, 19 Mother’s Day, 20 New Years/ Solemnity, 21 Pentecost Collection for Seminary Education, 22 Peter's Pence, 23 Retirement Fund for Religious, 24. Rosary Sodality Donation, 25 Rosary Sodality Dues, 26 Thanksgiving Dinner for the Poor, 27 Visiting Missions, 28 World Mission Sunday.
 - Giving to any area is the same steps. Example of Collection – Adult and Centennial Improvement Campaign

- Collections – Adult will be used as an example:

Give

Collections-Adult / Ofenda dominical
Regular weekly giving per family

Recurring

Amount: * \$

Frequency: *

Date: *

Account: *

Remain Anonymous

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- **Select the Gift Type:** Recurring, One Time, Pledge. In many cases the selection type is limited. Here only Recurring is an option.
- **Amount** (dollars) for each recurring gift entry.
- **Select Frequency** of the gift: Weekly, Biweekly, Monthly, Yearly, Quarterly.
- **Account selection:** Bank account or credit card previously entered.

- **Centennial Improvement Campaign:**

- **Pledges** are different as they have the pledge calculator with an entered amount spread over the period (number of months / years you select).

Give

Collections-Adult / Ofenda dominical
Regular weekly giving per family

Select Gift Type

Centennial Imp Camp / Mejoras de capital
School and Church improvements

Pledge

Pledge Total * \$ Initial Amount * \$

I would like to make an Initial Deposit

Starting on *

Frequency *

Using *

Remain Anonymous

- The Pledge Calculator allows you to enter the total amount, initial gift and select the duration of the pledge to calculate the recurring pledge amount. Then all fields are automatically filled in. You can also enter manually as shown above.