Online Giving Instructions

Below are the directions for signing up for Online Giving. If you need help or have questions, please call Aleise Oyen at 608-763-2735. Please call and let us know you have joined Online Giving and we will cancel your envelopes. THANK YOU for using Online Giving.

Type: www.ss-andrew-thomas.org into your computer browser.
    At the top of the page you will see in large letters
    SS. Andrew-Thomas Parish Online Giving
    Click on this sentence and it will take you to the Online Giving Program.

On the right side of the screen, you will see a green button that says Create New Account. Click this button

Fill in your information and click on the Enter Credentials button.

Next you will enter a user ID and password. You will need this information every time you wish to login to the Online Giving website. Your password must contain at least one number. Remember this password for future use of this website. We do not have the ability to recapture your passwords. Click on Create Account. (See above)

Next you will enter your Bank or Credit Card information. If you are not sure of the routing number or account number on your check, please call your bank to verify it.

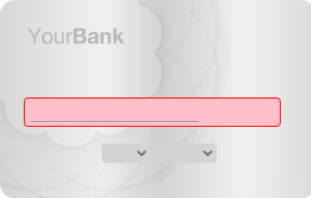**Please note:** If incorrect information is entered here, and the program tries to capture your donation and fails, we will be charged $35.00 per transaction, so please make sure this information is accurate.

Credit Card Information. (At left).

On the next page you will see a list of items that you can select from. Start with creating a New Gift. You can choose from several options including Offertory Envelopes, Diocesan Tax, Cemetery, Roof Repair, Repair Fund: as well as National and International Combined collections among others. Select the option you wish to contribute to.

On the Right of the page you will see Select Gift Type. You can make your gift a recurring gift or a one-time gift. (Note: if you want to contribute to the flowers for Easter or Christmas, make it a one-time gift so you can enter the special intentions/people that you wish to be mentioned.) A recurring gift can be made weekly, bi-weekly, monthly, quarterly, twice a year, or yearly. You will receive e-mail notifications a few days before your recurring gift will be deducted from your account as a reminder of this automatic withdrawal.

After entering the gifts, you wish to donate, click NEXT at the bottom of the page. The next page will give you a summary of the options you selected and show where the payment will be coming from. When you are satisfied with your selections, click on SUBMIT at the bottom of the page. Let the process work, DO NOT click the button more than once. The next page will again give you a summary of what you have decided on. You can print this page if you like or just click FINISH.

You will be taken back to your home page where you will now see (on the right) the gifts you are giving with the amounts selected and the date your last payment was made. (You may not see anything here until your first payment has been made.)

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

Cemetery	
$10.00 - 12/26/2020	
Diocesan Tax	
$10.00 - 12/26/2020	
Offertory Envelopes	
$100.00 - 12/26/2020	
Cemetery	
$10.00 - 11/26/2020	

Given YTD:	$0.00

Notice the other options you have to View or Update your gifts, add, or update your payment method, view or update your personal information or view your giving history and tax information. If you do not have a computer or are worried about security, please call Aleise and she will set you up on the Parish's Secure Computer.