

CURRENT E-GIVING USERS

Updating your first offertory

1) Go to holynfantchurch.org and click on **Give**

The screenshot shows the homepage of Holy Infant Catholic Church. The navigation menu on the left includes: About Us, Worship & Sacraments, Faith & Learning, Getting Involved, Ministries & Groups, CALENDAR, MASS SCHEDULE, RECONCILIATION (CONFESSION), ADORATION/HOLY HOUR, and OFFICE HOURS. The main content area features a banner for the new building, followed by three buttons: 'Connect', 'Join', and 'Give'. The 'Give' button is circled in yellow. Below these are sections for 'EVENTS' and 'NEWS'.

2) Under **E-Giving** and click **Log-In**

The screenshot shows the 'E-GIVING' page on the Holy Infant Catholic Church website. The page includes a navigation bar with 'HOME / Give', a 'GIVE' heading, and a paragraph explaining the church's reliance on volunteers and the importance of stewardship. Below this is the 'E-GIVING' section, which describes the program and provides instructions for enrollment. A yellow circle highlights the 'Log In' link in the 'frequently asked questions' section.

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3) On the right side of the screen, enter your **Email Address** and **Password** and click **Log In**.

*Don't know your password? Click **Forgot your Email Address or Password?** to retrieve or reset your information.*

Return to our Home Page

Log In

Email Address:

Password:

Log In

[Forgot your Email Address or Password?](#)

Create Your Online Profile

Create Profile

4) The page will open to a summary of your account. Click **Edit Account** at the top of the page.

Summary Profile Log Off

Return to our Home Page

Add Transaction Edit Account

My Scheduled Transactions

CONFIDENTIAL INFO HIDDEN

My Transaction History

Date Range: 09/05/17 to 10/10/17

Funds: All Funds Search

CONFIDENTIAL INFO HIDDEN

Privacy & Security

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5) Enter your new **First Offertory** contribution under **Regular Contributions**

HOLY INFANT
Catholic Church **LIVE + JESUS**

Summary Profile Log Off

BLAINE/SUSAN SHORT

Online Donation [Return to our Home Page](#)

Donations

Regular Contributions

-FIRST OFFERTORY:

-CHARITY AND JUSTICE:

-MAINTENANCE OFFERTORY:

Frequency: Monthly

Donation Settlement Date: 10/15/17

Capital Campaign

-PLEDGE:

Frequency: Choose One

Donation Settlement Date:

Christmas Contributions

Please choose any date in December.

-CHRISTMAS OFFERTORY:

-CHRISTMAS FLOWERS:

-PRIEST WEL/RETIREMENT-Christmas:

Frequency: Annual

6) Scroll down the page and click **Continue**.

Frequency: Annual

Donation Settlement Date:

October Special Collections

Please choose any date in October.

-WORLD MISSION SUNDAY:

Frequency: Annual

Donation Settlement Date:

November Special Collections

Please choose any date in November.

-CAMPAIGN FOR HUMAN DEVELOPMENT:

-ALL SAINT'S DAY:

-ALL SOUL'S DAY:

Frequency: Annual

Donation Settlement Date:

December Special Collections

Please choose any date in December.

-RETIREMENT FOR THE RELIGIOUS:

-IMMACULATE CONCEPTION:

Frequency: Annual

Donation Settlement Date:

Total:

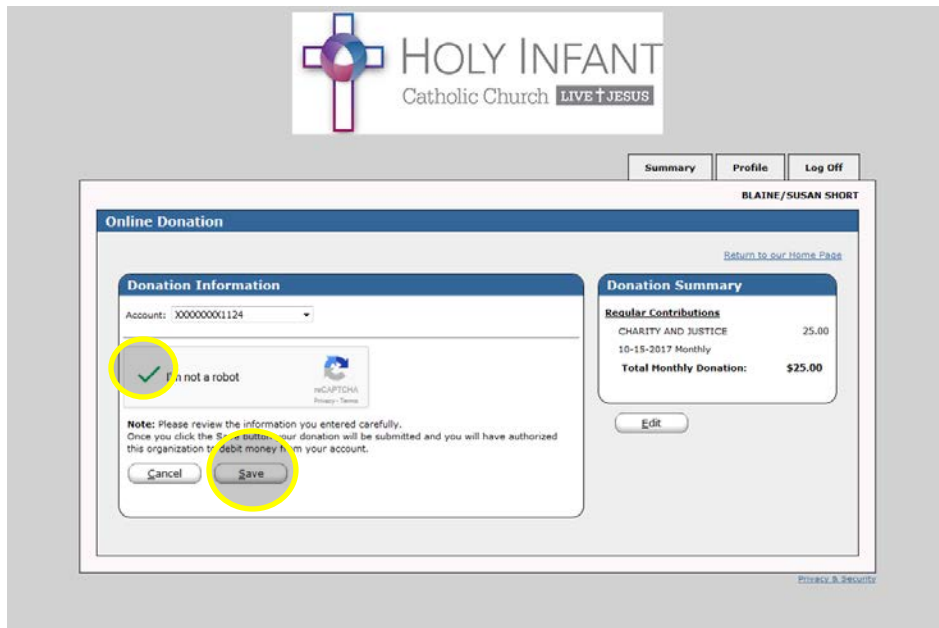
Please Wait...

[Privacy & Security](#)

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7) Check the box to verify that you are not a robot then click **Save**.



The screenshot displays the online donation interface for Holy Infant Catholic Church. At the top, the church's logo and name are visible. Below the logo, there are navigation tabs for 'Summary', 'Profile', and 'Log Off'. The user's name, 'BLAINE / SUSAN SHORT', is displayed in the top right corner. The main content area is titled 'Online Donation' and contains two primary sections: 'Donation Information' and 'Donation Summary'. In the 'Donation Information' section, the account number 'XXXXXXXX1124' is shown. A 'I'm not a robot' checkbox is checked, and the 'Save' button is highlighted with a yellow circle. A note below the checkbox states: 'Note: Please review the information you entered carefully. Once you click the Save button, your donation will be submitted and you will have authorized this organization to debit money from your account.' The 'Donation Summary' section shows a table of 'Regular Contributions' with a total monthly donation of \$25.00. The table includes the following data:

Regular Contributions	
CHARITY AND JUSTICE	25.00
10-15-2017 Monthly	
Total Monthly Donation:	\$25.00

At the bottom right of the page, there is a link for 'Privacy & Security'.

You're done!

Need assistance?

Please contact Kristi Beckert at 919-973-0017.