

## Instructions for Online Giving

1. Click the “Online Giving” button on the homepage of [www.stmikessc.org](http://www.stmikessc.org).
2. Select “General Operating” from the “Select Fund” dropdown. If you are paying your pledge your contribution will automatically be registered as a pledge payment when it is entered into the accounting system by the parish administrator.
3. Before you can choose the frequency of your giving you must create an account. Use an e-mail and choose a password (be sure to write these down and keep them somewhere safe so you can sign back in at a later date).
4. Once you have created an account, select the frequency of your donation from the dropdown menu.
5. Choose the date you would like your donation to be made. If you are setting up a recurring donation, select the date you would like it to begin. It will repeat on that day either weekly, every 2 weeks, or once per month.
6. Enter the amount you want to donate. This will be the amount per donation.
7. On the next screen you will enter the method of payment. You may give via credit card or have it drawn directly from your checking account. Please note, credit cards charge the church fees. Direct payments from bank accounts are free of transaction fees.
8. The final screen is your donation summary page. If you have chosen to donate by credit card, you may decide to offset the fees. Once your donation information looks correct, click “Donate Now” at the bottom of the page. This will set up the donation. You may always log back into your account make changes at any time.