

Benefits

1. No check writing or ATM stops.
2. Safe, secure, and confidential.
3. Schedule recurring (weekly) or one-time (2nd Collection) donations.
4. Change a gift, amount or account anytime.
5. You are notified of any upcoming withdrawal.
6. No cost to you.

Create an Account

1. Go to the St. Anthony web page at:
<http://www.stanthonyschurch.org>
2. Select: "Online Giving".
3. Create: an account with a user name and password.
4. Initial setup – Fill in the following:
 - a. My Personal Information
 - b. My Payment Methods

Note: You can list multiple checking or savings accounts. For example, you may want an offering for Youth to be deducted from a separate account.

Setup Weekly (recurring) Offering

1. Login to your online account.
2. Select: "Give a New Gift".
3. Scroll down the alphabetical list to "General Fund".
4. Under "Select Gift Type", select the "Recurring" option.
5. Enter an amount for your weekly offering.
6. Select a start date i.e. the next Sunday.
7. Select a withdrawal account.
8. Scroll down to the bottom and select "Next".
9. Check to see if the information is correct and select "Submit".
10. You have an option to print a receipt. You will automatically receive an email notification.
11. Select "Finish" to return to the Home Page.
12. You can select "Sign out" or under "Manage My Account", select "Give a New Gift" if you want to continue with setting up a one-time (2nd collection) offering.

Setup One-Time (2nd Collection) Offering

1. Login to your online account or continue from previous offering setups.
2. Select: "Give a New Gift".
3. Scroll down the alphabetical list to the gift (i.e. Maintenance).
4. Under "Select Gift Type", select the "One Time" option.
5. Enter an amount (without the decimal).
6. Select a date (i.e. next Sunday).
7. Select a withdrawal account you created.
8. Scroll down to the bottom and select "Next".
9. Check to see if information is correct and select "Submit".
10. You have an option to print a receipt. You will automatically receive an email notification.
11. Select "Finish" to return to the Home Page.
12. You can select "Sign out" or under "Manage My Account", select "Give a New Gift" to add another gift.

Note: Lamb House and Helping Hands are under Charity – Social Concerns.

Note: Move your cursor over the blue "i" at the far left of each gift listed to see information about that gift.

Review Your Scheduled Active Giving

1. Login to your online account.
2. Select: "My Active Online Giving".

This shows your scheduled active giving i.e. the weekly and/or one-time offering(s) that will be deducted from your account at future dates.

3. Select: the pencil on the right to edit any gift listed.

You can change:

The amount.
The account.
The payment date.

or

Cancel the gift.

4. Select: "Submit" or "Cancel" to make no changes or "X" to close the window without doing anything.

View Giving History

1. Select the button on the far right (to the right of the pencil).

Email Notifications

You will receive the following:

1. Confirmation of each virtual check order after you select "Submit" from each recurring or one-time offering during your setup.
2. A reminder of any upcoming gifts you have scheduled (usually a day or two before the funds will be deducted from your account).
3. Confirmation on the day of the scheduled transaction that the scheduled amount was submitted to your financial institution to be deducted from your account.

Need Help?

Under "About Online Giving":

1. Online Giving Users Guide.
2. Online Giving FAQs

Under "Give a New Gift":

1. Select: "Watch Help Video" near the top of the "Select Gift Type" column or on main Home page.

You can contact:

Parish office at: 573-346-2716
Sam Beckman at: 816-547-9176
Bev Luetkemeyer at: 573-317-9006

St. Anthony

