

# Setting Up an Online Giving Account

Begin by going to [www.CatholicTriParish.org/online-giving.html](http://www.CatholicTriParish.org/online-giving.html)

## STEP 1

Click on your parish's Online Giving box, or select a parish through which to create an account. The Online Giving login page for that parish will open (the login page for Holy Rosary is pictured). To get started, click the button that says "Create New Account."

## STEP 2

Fill in your Personal Information and Address Information.

The e-mail address must be unique. You cannot use the same e-mail address for two different User IDs. Be sure to enter information in all boxes marked with a red asterisk (\*). You do not need to enter an Admin Code. This is for account administrators only.

## STEP 3

Create a User ID and Password. The User ID must be at least 6 characters and may contain letters, numbers, and these symbols (!@&\*.). Your password must be at least 8 characters and include both letters and numbers. The same symbols are allowed. Be sure to check the box confirming that you are not a robot before submitting. You will receive an email confirming your User ID and Password after clicking "Create Account."

## STEP 4

Set up Payment Method. Choose whether you would like to set up a bank account or credit card as your payment method by choosing between the two green buttons at the top of the page. Fill in all appropriate information. If you are setting up an account, but would not yet like to enter a payment method, just click "No thanks" next to the green "Create Payment" button. You will not be able view the list of funds to select your donation until you enter a payment method.

## STEP 5

Once your payment information is entered, you can then set up any number of donations, such as weekly collections, school tuition or hot lunch, religious education, holy day tithing, Operation Rice Bowl, and more!

## FUTURE DONATIONS

The next time you want to make a donation or manage your account, just return to our Online Giving page on the parish website, click on your parish's icon, and log in with your User ID and Password. This will open your Online Giving Home Page, where you can track your recent gifts, create new ones, view tax information, and manage your account.

If you have any questions, please contact Diane at the Parish Office at 715-672-5640.

Thank you for your support and interest in our Online Giving program!

The image displays two screenshots of the Holy Rosary Parish Online Giving website. The top screenshot shows the login page with fields for 'User name' and 'Password', a 'Login' button, and a 'Create New Account' button. Below the login fields are links for 'Forgot User ID or Password?' and 'Create New Account'. The bottom screenshot shows the 'New User Account Registration' page, which is divided into five steps: Profile, Credentials, Payment Method, Give a gift, and Thank you. The 'Profile' step is currently active, showing fields for 'First Name', 'Last Name', 'Email', 'Confirm Email', 'Address' (with 'Line 1' and 'add line 2' options), 'City', 'Zip', 'Phone', and 'Admin Code'. There are 'Enter Credentials' and 'Create Account' buttons. The bottom screenshot shows the 'Payment Method' step, where users can choose between 'Add Bank Account' and 'Add Credit Card'. The 'Add Bank Account' section includes fields for 'Bank Name', 'Bank Account Type', 'Routing Number', and 'Account Number'. The 'Add Credit Card' section includes fields for 'Card Nickname' and 'Use Alternate Address'. There are 'Create Payment' and 'No Thanks' buttons for both options.