How to Give Online at
www.saintfrancisbythelake.org

We’re excited to share how to give online on our website! Don’t worry about the number of pictures to follow… it is really easy! We just want to make sure you’re prepared for what comes next.

When you click **GIVE HERE** on the Home tab, *(or the Giving tab on the website)* you should see this:

You can choose enter payment information (that’s on the left side); however, we recommend that you set up an **Online Profile** *(see the arrow above)* and follow the steps provided to **Create Profile**. If you establish your **Online Profile**, you’ll be able to login in the future, as well as see your donation history.

The following steps outline how you **Create Profile**.

Click the **Create Profile** button and you’ll be taken to a screen where you’ll create a **User ID** (which is your email address) which you’ll need.
After you’ve entered your email address and clicked **Continue**, you’ll be prompted with the following screen, where you input your *contact information* and create a *password*.

Once you’ve done this, click the **Create Profile** button. Once this step is completed, you’ll be able to enter your email and password on all future visits.

Next, you’ll be taken to a **summary** tab where you can **Add Transaction** when you’re ready to make a contribution; you’ll also be able to see any *scheduled* transactions, and you can see your transaction history.
The following steps outline how to Add Transaction

Click on the **Add Transaction** button and the following screen will appear.

You can select from the following options:

- **where** you give: to the General Fund, the Debt Retirement Fund, the Capital Campaign, or any combination of them
- **whether** you want this to be a **one-time** contribution or a **recurring** contribution
- **when** you want the contribution to occur – today or at a future date

After you click **Continue**, you’ll be able to select your **payment method** – i.e., whether you would like to use a credit/debit card, your checking account, or your savings account.
Once you’ve chosen your payment method, one of the following screens will appear for you to enter the payment details:

Details for Credit/Debit Card selection

Details for Checking Account selection
When you have completed the payment details for the option you selected, click the **Process** button at the bottom of the page.

The following screen will appear to confirm your contribution. This also provides you with the opportunity to print the transaction for your records if you’d like. You will also receive an email confirmation of the contribution and you’ll be able to see that information on your Summary tab.