

## Enrollment Guideline for Online Giving – St. Anne’s

The first step is to log into St. Anne’s website at [www.stannes-bristol.org](http://www.stannes-bristol.org). You will see a general invitation to Online Giving and at the top of the page will be a link to St. Anne’s Online Giving page. Click on that link and you will go to St. Anne’s Online Giving webpage. Read what is on the page and click on the button titled “Online Giving”. Now you will be on Our Sunday Visitor’s website which is specially designed for St. Anne’s. Go to “Create New Account”. Here you will set up your account with your user ID and password. You can ignore the Registration Code; it is for the church only. Place your cursor on the “i” button and you will get more information.

When you complete the page you can push submit at the bottom. You should get a message saying you can’t proceed until you get an email from the website saying your information has been confirmed. The email will go to the email address you entered during your account registration. It says it will take up to two hours but it took about 15-20 minutes the first time I tried it. The reason for this step is to make sure any information regarding your account goes to your designated email address. Sometimes the return email from Our Sunday Visitor may go to your junk mail so make sure you check your junk mail box.

Follow the instructions on the email and you should end up at the login screen you were at before, but now you have set up your user ID and password so you can go ahead and enter them. You will go to the screen where you will make your contributions to St. Anne’s. I would first go to “My Payment Methods”. Here is where you set up your bank account information if you are using direct transfers from you bank account. You can also set up your credit card(s) if you are paying by credit card. Or you can set up both if you wish.

Now go back to the main menu. You are now ready to make a gift. Go to “Give a Gift”. At this time, we have set up the weekly contribution to the church operating fund under “Church Contributions”. Under “School Contributions” we have set up the second collection for the school. You will also see a Building Fund for debt reduction and capital projects. Following these three funds you will then see all of the funds St. Anne’s will use from now until the end of 2010. You can determine your contributions for these funds now or you can come back at a later date and set up your contributions for these other, one-time funds. In December we will set up the funds that St. Anne will use for the first half of 2011. Place your cursor on the “i” button and you will get more information about the funds. We suggest that you come back to the website on a monthly basis to review your contributions and the funds.

If you want to contribute to the church go to the drop down box and make your selection. At this time, you only have a choice of recurring for the weekly church operating fund. You can enter in the amount, the frequency (weekly or monthly), the contribution start date and from what account the monies will come from (bank or credit card). Please notice that the date of withdrawal is listed as a Tuesday. This is actually the start date of the process. The actual date the monies come from your account will depend upon the procedures at your bank or credit card account. It is usually a process that takes 3-5 days; we

expect the monies to be deposited into St. Anne's account on the following Monday. The actual withdrawal date will not be a Sunday but it will be at the frequency rate you select.

Now if you want to make a contribution to the school, go to the "School Contributions" and you can choose between recurring and one-time. Click on the drop down box and it will be very similar to the process under the "Church Contributions." The same goes for the "Building Fund". The funds listed after the first three funds are one-time contribution funds that are available from now until year end.

That is pretty much it. Go back to the main menu and you can visit the remaining menu items. "My Online Giving History" and "My Active Online Giving" won't mean much until your giving actually starts. Under "My Personal Information" you can make changes to information you have already entered when you set up your account.

Like I said I think it was pretty easy. However, let me know of any questions or problems you might encounter. My phone number at St. Anne's is 276-591-5375 or you can email me at [shelmbrecht@stannes-bristol.org](mailto:shelmbrecht@stannes-bristol.org). Thanks for your support of St. Anne's church and school.

Thanks again and God bless. Happy Online Giving.

Steve Helmbrecht