

Online Giving Sign Up Process

Step 1

Go to website: <https://www.myowngiving.com/Default.aspx?cid=184>

Click the **Sign Up for a New Account** link

Step 2

Complete the fields on the form.

User ID* Required field and case sensitive. Your User ID must contain both alpha and numeric characters and be between 6-12 characters in length (e.g., giver123).

Password* Required field and case sensitive. For security reasons, your Password must include at least one of each of the following characters: alpha, numeric, and a keyboard character - ampersand, exclamation point, or asterisk (e.g. giving43!).

Confirm Password* Required and case sensitive. Enter your Password exactly as you did in the **Password** field.

Registration Code Skip over this field.

Step 3

Click **submit** when form is completed. Once Online Giving validates the request, an email will be sent to you containing your User ID and Password, as well as our website address for the Online Giving program.

Step 4 **Very important!**

Please go to your email account and find the confirming email sent by Online Giving. Open the email and click on the confirming website URL. Once this is done, you will then be able to access your Online Giving account.

Step 5

Log onto your Online Giving account <https://www.myowngiving.com/Default.aspx?cid=184>.

Step 6

Click **My Payment Methods** and enter your banking information. You may enter a checking account, savings account, or credit card (MasterCard or VISA only). Please know that you may change this information at any time since you are in possession of this information.

Next click **Give a New Gift**. Here is where you will select the gifts you would like to make (e.g. Offertory, Second Collections, St. Vincent de Paul, Religious Education). For each gift chosen, you will select the date, the amount of the gift, how often you wish to make the gift (one-time or recurring), and from what payment method (checking, savings, credit card).

After you have completed your gift selections, scroll to the bottom of screen and click **Next**.

Step 7

At this point you will see a list of your gift selections. If you agree with what is listed, then click **Submit** and your selections will be processed. If you change your mind and do not want to give what is listed, then click **Back** to change your selections.

Once you click **Submit**, you will receive an email confirming your transactions.

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A Few Things to Know:

- The Parish Office does not know or keep your User ID, Password, or banking information.
- The Online Giving Program automatically sends a reminder email a few days before your gift is processed.
- You can change, suspend or cancel your gift giving at any time.
- You can print a giving statement at any time.
- Denise Van Veen is our Online Giving Administrator. Please contact her if you have any questions or would like more information – by phone **978-692-6353, ext. 11** or by email: denisev@stcatherineparish.org.