

ST. ELIZABETH ANN SETON

ONLINE GIVING GUIDE

Getting Started:

1. On the St. Elizabeth website (www.stesalina.org), click the button “**DONATE ONLINE**” located in the middle of the green bar at the top of the home page.
2. If you would like to give without setting up a donor account, click “**Quick Give**”, complete the short form and click “**Submit**”
3. To set up a donor account, click “**First Time**” and set up your Donor Profile.

Setting up your Donor Profile:

1. Enter your email address and create a password
2. Password must be at least 8 characters and contain a combination of letters and numbers
3. Remember these login credentials as you will need them to access your Donor Profile in return visits

Automatic Recurring Donations –CARDS:

1. Login by entering your email address and password
2. Select “Scheduled Giving” on the left hand navigation pane
3. Select which fund you would like to donate to from the drop down list
4. Select the frequency, amount, and start date
5. Add your card information and card holder details
6. Click “**Activate Schedule**” to start your recurring donation schedule

Automatic Recurring Donations – eCHECKS:

1. Login by entering your email address and password
2. Select “Scheduled Giving” on the left hand navigation pane
3. Click “**Use Check**” located at the top right of your screen
4. Complete the check with the amount and select the fund to donate to from the drop down list in the memo line
5. Add your bank account information
6. Select the frequency and start date
7. Click “**Authorize**” to start your recurring donation schedule

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One Time Gift – CARDS:

1. Login by entering your email address and password
2. Enter your donation amount
3. Select which fund you would like to donate to from the drop down list
4. Add any comments if needed, such as “In Memory Of {Name}” for Memorial/ Flower donations
5. Add your card information and card holder details
6. Click “**Submit**” to process your donation

One Time Gift – eCHECKS:

1. Login by entering your email address and password
2. Click “**Use Check**” at the top right of the screen or select “**eCheck/ACH**” from the drop down list
3. Complete the check with the amount and select the fund to donate to from the drop down list in the memo line
4. Add your bank account information
5. Add any comments if needed, such as “In Memory Of {Name}” for Memorial/ Flower donations
6. Click “**Authorize**” to submit donation

**THANK YOU
FOR YOUR SUPPORT OF
ST. ELIZABETH’S**