

Online Giving Instructions

Go to: <https://www.myowngiving.com> This is a secure site so your information will be safe.

You should see this screen:

The screenshot shows the homepage of the Queen of Heaven Parish Online Giving system. At the top, the parish name "Queen of Heaven Parish" is displayed in a cursive font. Below it is a navigation menu with links for Home, Create New Account, About Online Giving, Online Giving FAQs, and Contact Us. The main content area is divided into two columns. The left column contains a "Welcome to Online Giving!" message, a "Watch Help Video!" link, and instructions for new users to sign up. The right column features an "Existing User Login" section with input fields for User ID and Password, a LOGIN button, and links for "Forgot User ID or Password?" and "Sign up for a New Account".

If you are a new user, click the **Create New Account** link in the top menu. You will see the next screen:

The screenshot shows the "New User Account Registration" form. It features the same navigation menu as the homepage. The form is divided into three main sections: "Login Information", "Personal Information", and "Address Information". Each section contains several input fields, some of which are marked with a red asterisk to indicate they are required. The "Login Information" section includes fields for User ID, Password, Confirm Password, Registration Code, and Envelope Number. The "Personal Information" section includes fields for First Name, Last Name, Email Address, Confirm Email Address, and Phone #: The "Address Information" section includes fields for Address 1, Address 2, City/State (with a dropdown menu), and Zip. Below the form is a "Show another code" section with a CAPTCHA image and an input field for the code. At the bottom of the form are SUBMIT and CANCEL buttons.

Fill out all the required information (required fields are marked with a red *). Click the SUBMIT button and you will be able to set up your online gifts and accounts.

First you will need to set up the account (or accounts) you want the gift funds to come from. You will see this screen:

The screenshot shows the 'Queen of Heaven Parish' online giving interface. At the top, there are navigation links: 'Manage My Account', 'About Online Giving', and 'Contact Us'. A 'Welcome' message and a 'Sign Out' link are also present. The main content area is titled 'Manage My Payment Methods' and includes a 'Watch Help Video!' link. Under 'My Credit Cards', there is a warning: 'Row with card expired / expiring within the next 3 months' and a message: 'You do not have any Credit Cards on file. [Click here](#) to add one!'. The 'Add New Method' section on the right contains links for 'Add New Credit Card' and 'Add New Bank Account', followed by a privacy notice. Below that, the 'My Online Giving' section includes links for 'Give a New Gift', 'My Online Giving History', 'My Active Online Giving', and 'Payment Acronyms'.

Click either the **Add New Credit Card** or **Add New Bank Account** links from the right hand menu. Fill out the required account information. When you are done, select the **Give a New Gift** link from the lower right hand menu. You will see this screen:

This screenshot shows the 'Select one or More Gifts Below' screen. It features a list of gift categories: 'Parish', 'St. Vincent De Paul', and 'School', each with a radio button and a '{Select Gift Type}' dropdown menu. A 'display description' link is at the bottom left. At the bottom right, there are 'CLEAR GIFTS' and 'NEXT' buttons. A 'Watch Help Video!' link is located at the top right of the main content area.

Select any of the gifts on the screen, and click the {Select Gift Type} dropdown menu. Pick “Recurring” or “One Time” for each gift you want to set up. If you pick “Recurring”, you will see this screen:

The 'Gift Details' form is for setting up a recurring payment. It includes the following fields and options: 'Gift Name' (Parish), 'Recurring Amount' (with a dollar sign and asterisk), 'Frequency' (Monthly), 'Account' (dropdown), 'First Payment Date' (Wednesday, February 01, 2017), and 'Next Payment Date' (8/1/2017 with asterisk). There are checkboxes for 'Anonymous' and 'Gift Status' (Active, Suspended). At the bottom, there are 'SUBMIT', 'CANCEL', and 'CANCEL GIFT' buttons.

Enter the recurring amount, the frequency, and select one of the accounts you set up for payment in the previous step. Select the next payment date. Make sure the Gift Status is “Active” and click SUBMIT. You should now see the following screen:

The screenshot shows the 'Queen of Heaven Parish' online giving home. At the top, there are navigation links: 'Manage My Account', 'About Online Giving', and 'Contact Us'. A 'Welcome' message and a '- Sign Out' link are also present. The main content area is divided into two columns. The left column, titled 'Stan's Online Giving Home', contains several menu items: 'Give a New Gift' (with a gift icon), 'My Personal Information' (with a document icon), 'My Payment Methods' (with a credit card icon), 'My Online Giving History' (with a line graph icon), and 'My Active Online Giving' (with a calendar icon). The right column, titled 'My Giving Snapshot', shows 'Total Given: \$ 00' and 'Given YTD: 0'. Below this is a section for 'My Recent Gifts' with a table listing gifts to 'St. Vincent De Paul' at the 'School' level.

From here you can select the **My Active Online Giving** link and you can see the details on the gifts you have set up in the previous steps:

The screenshot shows the 'My Active Online Giving' page. At the top, there are navigation links: 'Manage My Account', 'About Online Giving', and 'Contact Us'. A 'Welcome' message and a 'Sign Out' link are also present. The main content area is titled 'My Active Online Giving' and includes a 'Watch Help Video!' link. Below the title, there is a message about printing a PDF report and a 'Print Active Giving Report' link. A dropdown menu shows '50 records at a time'. Below this is a table with the following data:

| Gift Name ▲ | Gift Type | Status | Next Gift Date | Cal. YTD Given | Total Given | Pledge \$ | Details |
|-------------------------------------|-----------|--------|----------------|----------------|-------------|-----------|---------|
| Parish | Recurring | Active | 8/1/2017 | | | # | |
| School | Recurring | Active | 8/1/2017 | | | # | |
| St. Vincent De Paul | Recurring | Active | 8/1/2017 | | | # | |

If you want to change the gift details, click the pencil icon. If you need to change the schedule of the gift, click the clock icon.

If you need help, please contact the Parish Office at 505-881-1772