

Electronic Payment (ACH) Sign Up Instructions

Go to the school website www.blessed-sacrament-school.com or the parish website: www.blessedsacramentlincoln.org

On the parish website click “Online Giving” on the school website click “Online Payments”

If you already have an account that you have used for tuition payments or church giving, log-in. Then skip to ***To set up your payments click “Give a New Gift”*** below.



If you do not have an account, click “Create New Account”



Fill in the necessary information in the form

Blessed Sacrament Catholic Church

Home - Create New Account - About Online Giving - Online Giving FAQs - Contact Us

New User Account Registration

Please fill out the form below. Fields with asterisk next to them are required. The address information you provide will only be used for billing purposes. Once submitted, you will receive an email containing a link that you must click in order to activate your account. Once you have successfully validated your email address you may then login.

Login Information User ID: * Password: * Confirm Password: * Registration Code: Administrative Use Only Envelope Number:	Personal Information First Name: * Last Name: * Email Address: * Confirm Email Address: * Phone #:	Address Information Address 1: * Address 2: City/State: * Zip: *
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Show another code

Enter the code as shown:

Blessed Sacrament Parish Website - www.blessedsacramentincolorado.com

ABOUT SSL CERTIFICATES **Trustwave** Trusted Commerce Click to Validate

After all your information is correctly entered, and the correct code is entered, click “Submit”. You will receive an email in order to verify your information. Click on email link and then enter username and password.

Next, add your bank account or credit card information by clicking on “My Payment Methods”

Blessed Sacrament Catholic Church

Manage My Account - About Online Giving - Contact Us Welcome Fr. John Sullivan - Sign Out

Fr. John's Online Giving Home

Watch Help Video

- Give a New Gift**
View a list of Gifts that you can give to!
- My Personal Information**
View / Edit My Personal Information such as Name and Email Address.
- My Payment Methods**
Add / Edit Payment Methods such as a Bank Account or Credit Card.
- My Online Giving History**
View a detailed History of your past Online Giving.
- My Active Online Giving**
View / Edit Gifts that you are actively Giving to, such as a Pledge.

My Giving Snapshot

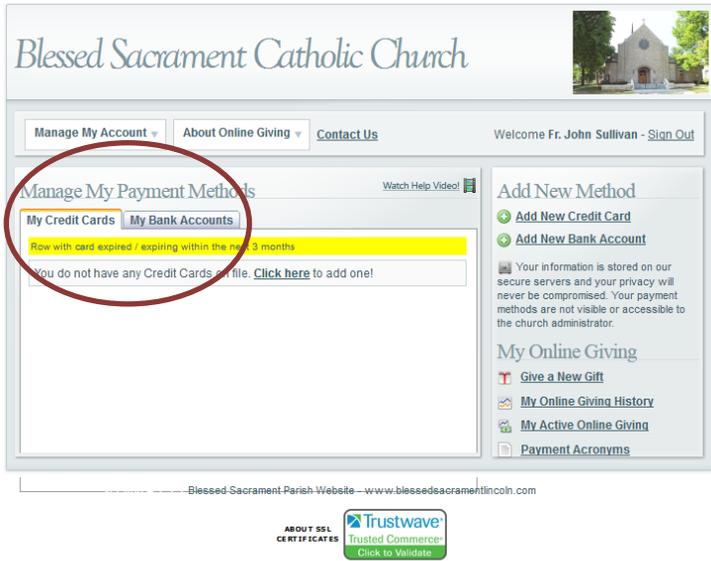
Total Given: **\$0.00**
Given YTD: \$0.00

My Recent Gifts

Blessed Sacrament Parish Website - www.blessedsacramentincolorado.com

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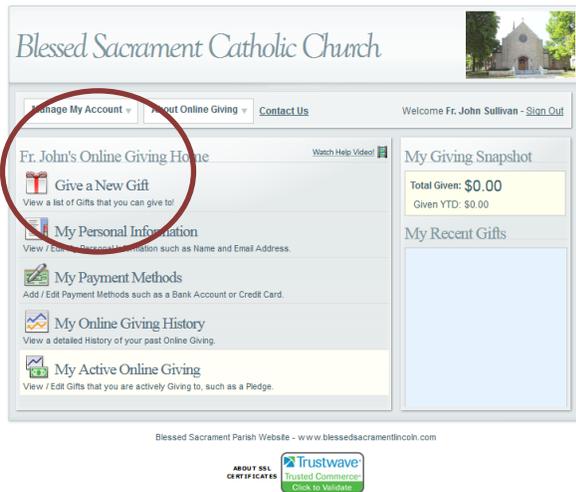
Fill in the required bank account or credit card information.



Then Under “Manage My Account” click on “My Online Giving Home” to return to the main screen.

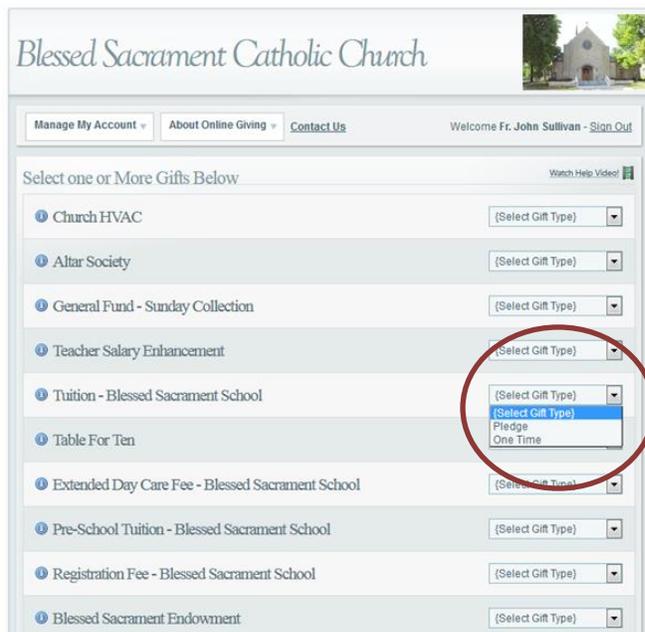


To set up your payments click “Give a New Gift”



On the appropriate fund line Select Gift Type as Pledge

For our example, we will use the “Tuition-Blessed Sacrament School” line



Fill in your total tuition due for the entire school year in the box that follows “make a Pledge of”. Select a starting date no later than 8/20/17, select the account that you set up earlier, and enter one tenth of the total tuition box following “account” and select monthly.

Tuition - Blessed Sacrament School Pledge ▾

I would like to make a Pledge of \$1050 starting on 8/20/2017 CANCEL GIFT

Please charge my Your bank info here account \$105 Monthly until fulfilled.

I would like to make a down payment of \$0 using my {Select Account} account.

Remain Anonymous

Table For Ten {Select Gift Type} ▾

Then at the very bottom of the page, select “Next”

Christmas Collection {Select Gift Type} ▾

Christmas Wish List {Select Gift Type} ▾

display description CLEAR GIFTS NEXT

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Review the information and if it is correct hit the “Submit” button ONCE.

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Confirm My Gifts Watch Help Video

Your donations have not yet been submitted. Please review your donations and make sure all the information is correct. Click the Back button if you need to make changes. When you are ready to submit your donations, click the Submit button below.

Tuition - Blessed Sacrament School Pledge

I would like to Pledge \$1,050.00. Please charge my Union Bank account \$105.00 Monthly starting on 08/20/2017 until fulfilled.

Note: Please do not click the submit button more than one time. You can verify that a giving has processed in My Online Giving History. Clicking the submit button multiple times could result in multiple processing of gifts. A copy of your Receipt will be sent to your Email Address.

BACK SUBMIT

Blessed Sacrament Parish Website - www.blessedsacramentlincoln.com


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You will receive a Receipt by email, please forward that email to Stacy-Martin@cdolinc.net