



Online Giving Sign-Up Guide

Step 1: Access St. Andrew Catholic Church’s website

- Navigate to <https://standrewcatholic.org/>

Step 2: Locate the Online Giving Portal for giving options

- Scroll down the main website, locate the Online Giving Portal, and “click” the words “St. Andrew Electronic Giving”.
- The online giving portal, provided by our partners Vanco, will show the numerous options for giving – including timing, amount, and payment method (credit/debit, checking, and savings).

St. Andrew Electronic Giving



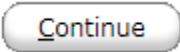
Step 3: Select your giving options

- You are able to select giving options (amount, frequency, start date) for giving to Offertory, Renew Our Church and St. Martin/SVDP. For these three main categories, you are able to select One-Time giving option, or recurring (weekly, or monthly) under “Frequency”. You are able to then select when to make that payment (or start that recurrence).

St. Andrew's Collections	
-Offertory:	<input type="text" value="0.00"/>
-Renew Our Church:	<input type="text" value="0.00"/>
-St. Martin/SVDP:	<input type="text" value="0.00"/>
Frequency:	<input type="text" value="Choose One"/>
Donation Start Date:	<input type="text" value="10/30/16"/> <small>mm/dd/yy</small>

- In addition, you can select Second Collection giving options. At this time, these donations are only able to be processed as “One-Time” transactions.
- Complete the remainder of the page based on your donation requirements, and select “Continue” at the bottom.

Second Collections - One Time	
- <input type="text" value="Choose One"/>	Amount: <input type="text" value="0.00"/>
Frequency:	<input type="text" value="One Time"/>
Donation Date:	<input type="text" value="10/30/16"/> <small>mm/dd/yy</small>



Critical Note: The Second Collection is only a “One-Time” transaction at this time. As a result, it is highly recommended to log online weekly to process second collections.



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Step 4: Enter in Payment Information

- Enter in the required information into the payment form.
- Note that there are options to pay via credit/debit card, checking or savings account.
- Select “Process” at end of the form to submit your donation! A confirmation screen will appear once your transaction has completed:

Creating a Profile to maintain your giving options

- We recommend a profile be created in order to maintain your online giving options and historical donation records.
- At the main screen in [Step 3](#), select “Create Profile” on the right side of the screen, and enter an email address to create a profile using your e-mail address and continue with online giving options and payment processing.

- Similarly, you may select a password & save your profile prior to completing your payment information in [Step 4](#).

Would you like to save your profile before continuing?

- Saving your profile will:
- Take only a moment—all you have to do is select a password
 - Enable you to change or stop a recurring donation at any time
 - Allow you to view and print your online donation history

Select your profile password

- Password requirements:
- Must be at least eight characters
 - Must include at least one letter and one number
 - Cannot be identical to your first name, last name or email address
 - Cannot be reused
 - Passwords are case sensitive
 - Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than * " or >

Enter Password: (required)

Re-Enter Password: (required)