

E-giving Help Sheet

- ◆ Go to www.assumptiongeneva.org
- ◆ Click on the "E-giving" button
- ◆ Enter "User Name" and "Password"
- ◆ Click on "Go To My Organization's E-giving Transaction Page"
- ◆ Choose type of offering
- ◆ Input the amount
- ◆ Click on "Continue"

Make a Recurring Schedule

- ◆ Click on "View/Edit Member profile"
- ◆ Click on "Add a Giving Schedule" (at the bottom right hand side of the page) Here you can specify contribution amounts for most special collections, such as St Vincent DePaul, Renovation Fund, an upcoming Holy Day, or any specific "Special Giving Opportunity." Please note that mission appeals are generally not available on the E-Giving site. Under "Donation Type," you can choose to have the funds donated immediately or at a later date. You can also choose to have the funds donated on a one-time basis or on a recurring schedule. As dates for national collections may change every year, it is probably best to schedule your offering for these kinds of appeals for just one time, rather than on a recurring schedule.
- ◆ Choose a recurring schedule, you first need to "Select Frequency" (weekly, biweekly, monthly, quarterly)
- ◆ Then choose a start date you would like to donation to be made. If giving on a recurring schedule, you can choose an end date -OR- leave it open by choosing "Until I cancel it."
- ◆ Click "Continue."
- ◆ Click on the "Payment Method" and choose "Bank Account." Choose saved information or enter in a new bank account.
- ◆ Click "Continue."

NOTE: If you choose the bank account option, you will need to agree to the Authorization Agreement if you haven't already.

- ◆ Review the information, and if all is correct, click "I Authorize this Transaction." If not, go back and edit the information.

You are then given the option to schedule another donation or go to your main profile.

When you are finished, be sure to "Log Out" so your information is protected.

Any questions, contact Mary Ann Fenner at 440-466-3427 or Email bulletin@assumptiongeneva.org