

E-giving Registration Information Help Sheet

1. Visit: www.assumpitongeneva.org
2. Click on the E-giving button
3. Click on "Register Now"
4. Fill in all the information with the "*" and Submit (make sure you write down your log-in information for future reference)
5. Go to "View the Authorization Agreement, read it, then check the box at the bottom and click on "I Agree".
6. Next, click on Go To My Organization's E-giving Transaction Page.

Choose one of the following:

- ◆ "Weekly Offering" This is in lieu of using your envelope to put in the basket.
 - ◆ "School Support" This can be for Tuition or a donation specified by you.
 - ◆ "Other" Here is where you would type in such things as St. Vincent DePaul, Renovation Fund, Tabernacle Candles, Altar Flowers, etc
7. Fill in the dollar amount you wish to contribute
 8. Click on "Continue"
 9. Choose when you would like the transaction to take place. (you can choose Process Now then go in later to add a schedule. Transactions take 3-business days to process so please take this into account when choosing transaction date.)
 10. Fill out your banking information (have your checkbook out or your savings account info)
 - ◆ Account holder's name should be as it appears on your checks.
 - ◆ Name of the bank should be as it is written on your check.
 - ◆ If you need help finding 'routing' or 'account' numbers, click on the "?"
 - ◆ Use arrow to choose Checking or Savings
 - ◆ You may click on "Store this account for future use' if you don't want to input this information each and every time you log in. (Cookies must be enabled on your computer for it to store your information)
 11. Click on "Continue" (you will be able to view your transaction to ensure its accuracy. Edit if necessary)
 12. When satisfied, hit "I Authorize This Transaction".

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