



St. Anthony of Padua Church
New Online Giving Option

Dear Parishioners,

I am pleased to announce an online giving option for you to consider for your financial contributions to the parish. This option is now available on the parish website at www.stanthonyfitchburg.net. You can register today.

Our reasons for providing this service are twofold:

Many parishioners have been asking for this type of giving option to help them better manage their personal finances. Choices include a recurring donation on a weekly or monthly schedule or a one time donation on a less frequent schedule. Secondly, the Parish Finance Committee and I are confident that online giving can have a positive effect on future financial planning and budgeting for the parish. For example, during the summer months, collections are typically lower when families are busy with activities that take them away from home. Online giving will enable families to continue their regular donations even when they are away. Therefore, I encourage all parishioners to consider using online giving for their regular Offertory donations payments.

While I hope that most of our community tries and uses the online giving, we will continue to provide envelopes for parishioners who prefer to use this method of support. If you choose to use online giving and would still like to have something to put into the collection basket at weekly Mass, pre-printed "I Contribute Electronically" cards will be available as you enter the church. Simply place the card in the collection basket during Mass to indicate that you have already given "Electronically" online.

To familiarize you with how online giving will work at St. Anthony's Parish and how to register, complete details and instructions are provided in this brochure.

Thank you for your continued generosity to our parish and for prayerfully considering this method of exercising stewardship of the gifts with which God has blessed you.

Sincerely in Christ,

Fr. Bob



User Guide

Getting Started

Thank you for your interest in the St. Anthony's Parish online giving option. This booklet contains:

- Quick Start Instructions
- Detailed Instructions
- Frequently Asked Questions
- Helpful Hints

To help you get started you will need your credit card or your checking or savings account information.

Quick Start Instructions

The steps below are required to set up recurring donations. For more details, skip to the Detailed Instructions section on the next page.

1. Go to the parish website, www.stanthonyfitchburg.net.
2. Click the "St. Anthony Online Donation System" button on the parish home page. This will take you to the NetCharge login page.
3. Click "Register". Next, read the agreement and then click "I Agree".
4. Enter registration information, be sure to complete the required fields and enter your envelope number. Then click "Submit". Then follow the on screen instructions to activate your account .
5. Log into your newly activated NetCharge account.
6. Click "Offertory" from the menu on the left. Then click the "Pay/Donate Now" button to make an offertory donation (See "**Helpful Hints**" section for instructions on converting the amount of your weekly donation to a monthly donation amount).
7. Click "Recurring Payment" and select the day of the week/month you would like your account to be charged.
8. Select either Credit Card or Electronic Check and then enter your billing and account information. Click "Submit".
9. Review your payment details and click "Submit Payment". You have completed the process for Offertory donations. Your Offertory donation will automatically take place each week/month.



Detailed Instructions

Get to the Parish Web Site

Start up the software you normally use to browse the Internet. For many users this is Internet Explorer® or Netscape. Go to the St. Anthony's Parish web site by entering www.stanthonyfitchburg.net in your browser's address field.

Select On-line Donation

Click on the "St. Anthony's Online Donation System" button located on the parish home page. This will take you to the login page.

Register/Sign In

The first time you use the online donation system you will need to register. Click on the "Register" button. Please read the brief registration agreement and click on the "I Agree" button to continue. The registration form will be displayed. Complete the form, keeping in mind that the fields marked with an asterisk are required.

Be sure to enter your envelope number in the "Parish ID/Envelope Number" field. Enter a valid e-mail address in the "E-mail Address" field. It is important to use a valid e-mail address and remember it. It will be the account name you sign into the system with in the future and is our primary means of contacting you. Also, be sure to remember your password. You must select a password with at least 6 characters. We recommend at least one numeral be included in your password.

Once you have completed the form click the "Submit" button, then check your e-mail for the NetCharge Account Activation e-mail to verify your account.

Please note that once you have entered the online donation system the "Back" button on your browser will not function. You must use the navigation buttons located at the bottom of the screen.

Make a Donation

Upon successful registration or sign in, you will be taken to the parish donation page. To make an offertory donation click "Offertory" from the menu on the left. Then click the "Pay/Donate Now" button. Enter the dollar amount you wish to donate.

To set up a recurring donation click the "Recurring Payment" option and then select Weekly or Monthly payments. Choosing the Recurring Payment option will allow for automatic payments with no further effort on your part.



Next, from the pull down list select the day of the week or date of the month you would like your payments to take place. This will be the date your credit card is charged, or your account is debited, depending on the payment method you select.

Now click on either the “Credit Card” button or the “Electronic Check” button (select this for electronic deductions from a savings or checking account).

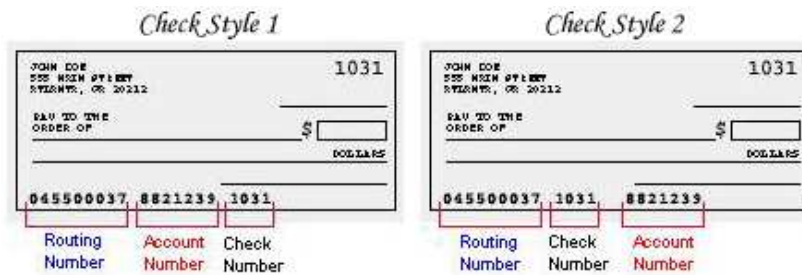
Credit Card and Debit Card Payments

Enter your billing information on the form. Once you are a registered user your address information is automatically filled in. If you have a different billing address simply re-enter it here. It is important that your billing name and address exactly matches the name and address on your credit card bill.

Once you have completed the form click the “Submit” button. A confirmation page will be displayed. We recommend that you print this page for your records by clicking the “Print” button at the bottom of the screen. Make sure that your payment details are correct. Then click the “Submit Payment button.” An initial e-mail confirming your transactions will be sent to the e-mail address you specified when you registered. Every month you will receive an e-mail confirming that your recurring offertory and/or special donations have been made.

Electronic Funds Transfer

You may set up an electronic payment from your checking or savings account. Enter the name on your account exactly as it appears on your banking statement. Next, enter your Routing (ABA) and Bank Account numbers obtained from a check, not a deposit ticket. If you are paying from your savings account these numbers can be found on your bank statement. If you are making a payment from your checking account, these numbers can be found on the bottom of your check as indicated in the following diagram.





Select the type of account (either checking or savings) and then click the “Submit” button. A confirmation page will be displayed. We recommend that you print this page for your records by clicking the “Print” button at the bottom of the screen. Make sure that your payment details are correct. Then click the “Submit Payment button.” An initial e-mail confirming your transactions will be sent to the e-mail address you specified when you registered. In addition, every month you will receive an e-mail confirming that your recurring offertory and/or special donations have been made.

Donations to Diocesan and Special Collections

To set up your Diocesan and special collection donations, go to the left side of the page and click on a selection. Enter the amount you wish to donate for each collection. You will need to scroll down to see the full list. Once you have entered a dollar amount for each donation, select your method of payment.

Please note that your payment to each collection will take place on the payment processing date listed next to the specific collection name. If you prefer to donate to each second collection individually you must do so prior to the processing date.

Donations to the Memorial Fund

To set up a Memorial Fund donation, go to the left side of the page and click on “Memorial Fund”. Enter the amount you wish to donate. You may enter the name of the person for whom you are making the Memorial donation.

Reviewing Your Donation History

You will always have access to your account and payment history 24 hours a day. To review the donations you have made using the parish online donation system, first sign into the system. Next, click on the “View Payment History” button located on the left part of the page.

Managing Your Profile

Changes to your address, telephone number, and e-mail address may be made at any time. Simply click on the “My Account” button on the left hand side of the screen. Your current information will be displayed in the form. Make any necessary changes and press the “Submit” button. **Please note that for security purposes our online payment system does not retain credit card or bank account information.** Therefore, if you need to change this information you must go to each event for which you have set up a recurring payment plan and click the “Manage Payment” button.



Frequently Asked Questions

About Online Giving...

How will online giving be used at St. Anthony's Parish?

Online giving will be used for Weekly Offertory, Diocesan Collections, Memorial Donations, and designated special collections such as Flowers, Easter, and Christmas.

What type of payment methods are accepted?

Parishioners will have the choice of authorizing payments from their checking, savings or authorized credit/debit card accounts; authorized credit cards include Visa, MasterCard, American Express and Discover.

How do you register for online giving?

Parishioners can go to the parish website and register online. Online registration is free, simple, and the most secure method of collecting your personal information. Once you are registered, you can be assured that your donations are arriving on a regular basis to St. Anthony's (See the user guide for details).

How secure is my personal information?

St. Anthony's Parish and our online service provider, NetCharge®, will never sell or release any personal or financial information to any party for any reason, except as required by law.

How secure is online giving?

St. Anthony's registrations and all transactions are handled with "best in class" security technology, including 128K bit encryption. Our service provider, NetCharge® takes every possible action to protect and secure all information.

What if I forgot my e-mail address?

If you have forgotten the e-mail address you entered when you initially registered contact the Parish Office. You may also contact NetCharge by clicking the "Contact Us" button on the NetCharge login page.

What if I forgot my password?

Go to the parish web site and click on the "Online Donation" button. This will take you to the donation system login page. Click on the "Forgot your password? Click here" link located just below the "Login" button. Enter your e-mail address and press the "Submit" button. Your password will be sent to the e-mail address you listed when you created your account.



How can I change or stop my recurring donation?

You can change future recurring payments at any time. Once you are logged onto the donation system you will see a list of “events” on the left side of the window. Click on the name of the event you wish to correct (for example, click on “Offertory” to change your offertory donation), then click the “Manage Payment” button. A summary of your payment plan is displayed. To stop all future payments click the “Stop” button. To change the amount or frequency of a recurring payment click the “Change Payment” button. To change your credit card or bank account, click the “Change Credit Card” or “Change Bank Account” button .

What will appear on my credit/debit card statement?

IMPORTANT

Please note your exact donation will be listed on your credit card statement with “NetCharge” shown as the payee. However, be assured that your authorized donations have been given to St. Anthony’s Parish.

What will appear on my checking or saving statement?

IMPORTANT

Please note your exact donation will be listed on your banking statement with “NetCharge” shown as the payee. However, be assured that your authorized donations have been given to St. Anthony’s Parish.

What is NetCharge®?

NetCharge® is the premier choice for providing online donation and registration services for churches, schools, and non-profit organizations. The company began offering these services in 2004, and is headquartered in Parsippany, New Jersey. You can contact NetCharge at (877) 625-0290.

Helpful Hints

Converting Weekly to Monthly Donations.

To make monthly payments we recommend that you multiply your normal weekly donation amount times 4.3 (this number takes into account the 52 weeks in a year.)

For example:

If you currently donate \$30 per week.

Multiply \$30 X 4.3 =

The total suggested monthly giving would be \$129.00



Notes

