

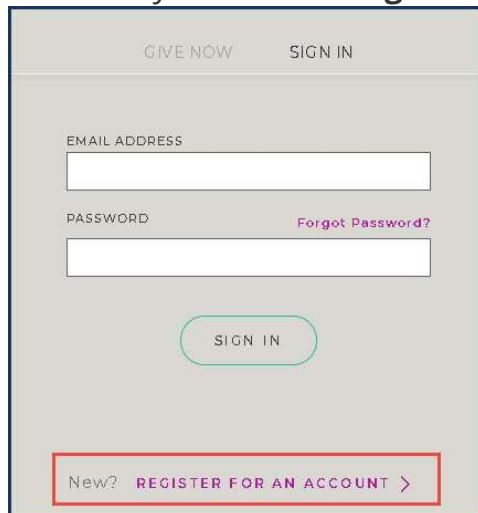
How to sign up for a new donor account in the G4 version of ParishSOFT Giving.

Sign up for a ParishSOFT Giving Account:

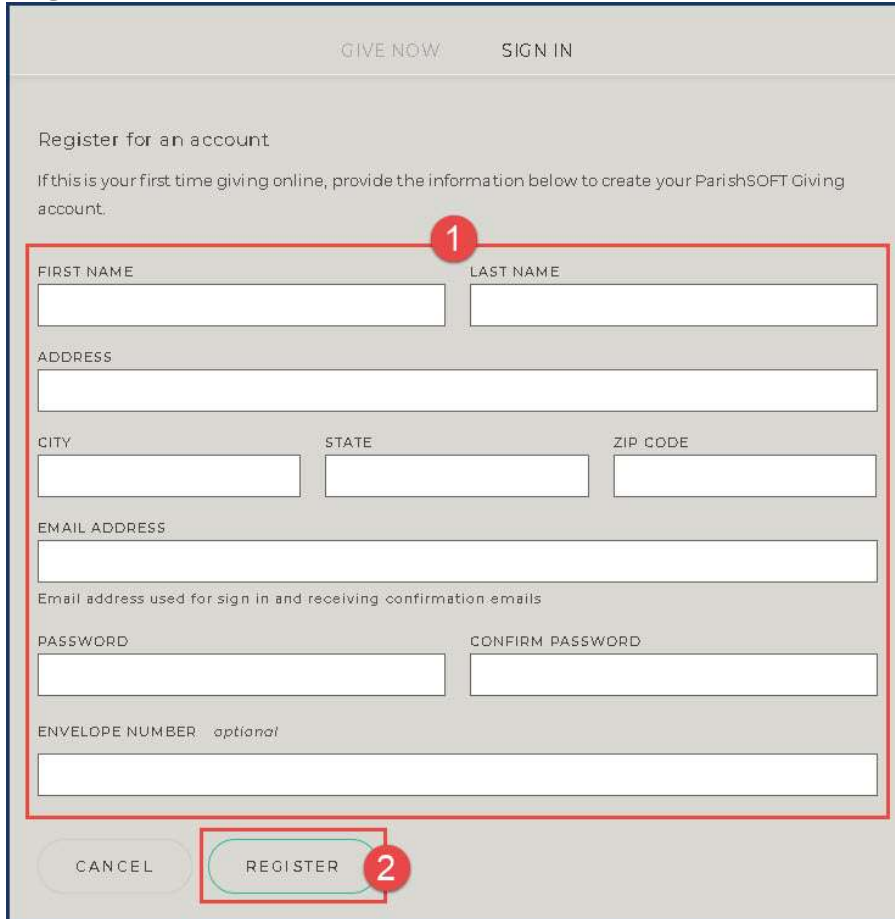
1. Go to ParishSOFT Giving link provided on your Church Website.
2. Once there, go to the **Sign In** tab.



3. Now that you're on the **Sign In** tab, click on **Register for New Account**.

A screenshot of the ParishSOFT Giving Sign In page. At the top, there are two tabs: 'GIVE NOW' and 'SIGN IN'. Below the tabs, there are two input fields: 'EMAIL ADDRESS' and 'PASSWORD'. To the right of the 'PASSWORD' field is a link that says 'Forgot Password?'. Below the input fields is a 'SIGN IN' button. At the bottom of the page, there is a link that says 'New? REGISTER FOR AN ACCOUNT >'. This link is highlighted with a red rectangular border.

4. Fill out all the information for your account. **Make sure to use the same email address you used in the old Online Giving module.** Click **Register** when done.



The image shows a registration form for a ParishSOFT Giving account. At the top, there are links for "GIVE NOW" and "SIGN IN". Below these, the heading "Register for an account" is followed by a sub-header: "If this is your first time giving online, provide the information below to create your ParishSOFT Giving account." The form fields are: "FIRST NAME" and "LAST NAME" (two separate text boxes), "ADDRESS" (a single text box), "CITY", "STATE", and "ZIP CODE" (three separate text boxes), "EMAIL ADDRESS" (a single text box), "PASSWORD" and "CONFIRM PASSWORD" (two separate text boxes), and "ENVELOPE NUMBER optional" (a single text box). A red box labeled "1" encompasses all the input fields. At the bottom, there are two buttons: "CANCEL" and "REGISTER". The "REGISTER" button is highlighted with a red box and a red circle labeled "2".

5. Once you submit your registration you will be taken back to the **Give Now** section of the giving site, and you'll notice you have a few more tabs

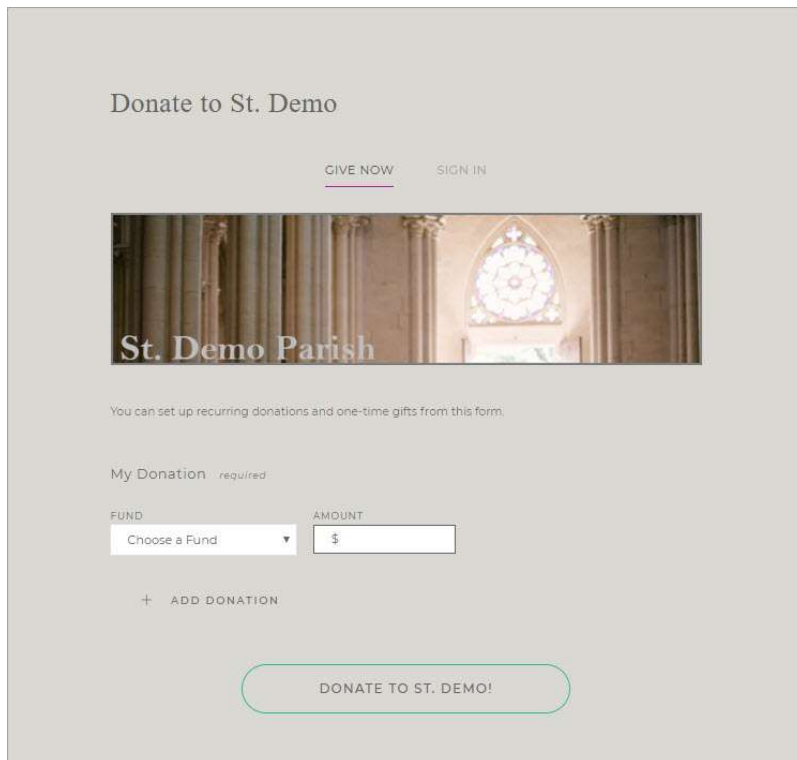
than before. You are now logged into your new Donor Account.

The screenshot shows the donor account interface for St. Demo Parish. At the top left is the parish logo and name. On the top right, a green circular profile icon with the initials 'BD' is highlighted with a red box. Below the header, three navigation tabs are visible: 'GIVE NOW', 'SCHEDULED', and 'HISTORY'. The 'SCHEDULED' tab is highlighted with a red box. The main content area features a banner image of the church interior with the text 'St. Demo Parish'. Below the banner, there are two informational lines: 'You can set up recurring donations and one-time gifts from this form.' and 'You can submit [Prayer Requests](#) from here.' The 'My Donation' section contains a 'FUND' dropdown menu with 'Choose a Fund' selected, an 'AMOUNT' input field with a '\$' symbol, and an '+ ADD DONATION' button. At the bottom, a large green button is labeled 'DONATE TO ST. DEMO!'.

6. You can now either give a one-time gift or set up a scheduled gift as outlined below.

How to add a one-time donation or a recurring when you have an account

Note, this new giving form is customizable, so each organization's donor site may look a little different. Those fields which may or may not display on your screen are marked with a red asterisk*.

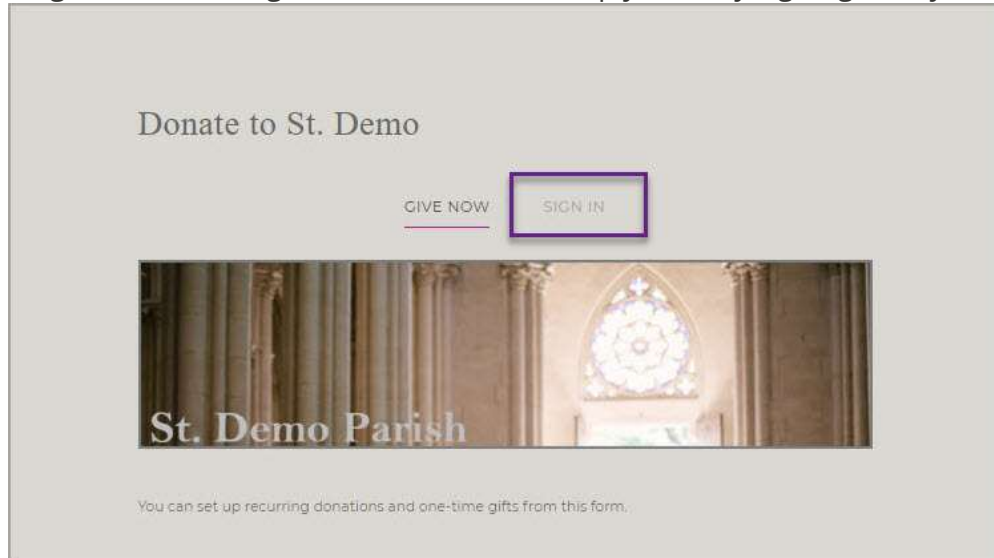


The screenshot shows a web form titled "Donate to St. Demo". At the top, there are two links: "GIVE NOW" (underlined) and "SIGN IN". Below these is a banner image of a church interior with the text "St. Demo Parish" overlaid. Under the banner, a note states: "You can set up recurring donations and one-time gifts from this form." The form section is titled "My Donation" with a red asterisk indicating it is required. It contains two input fields: "FUND" with a dropdown menu showing "Choose a Fund" and "AMOUNT" with a text box showing a dollar sign. Below these fields is a link "+ ADD DONATION". At the bottom of the form is a large, rounded button labeled "DONATE TO ST. DEMO!".

- A link posted on your organization's website will bring you to your donor portal and to a giving form that looks *similar* to the one shown above.
- You may add a one-time donation whether you have an account or not. If you make it a recurring donation, you will be required to log into your account if you have one, or to set up a new account if you don't. All of this is included in the instructions below.

How to donate a one-time gift with an account

1. To give a one-time gift with an account, simply start by signing in to your account.



2. Choose the fund and enter the amount. There may also be a field to add a comment*.

3. Select the Credit Card you have on file (or you may add one).

Donate to St. Demo BD

[GIVE NOW](#) [SCHEDULED](#) [HISTORY](#)



St. Demo Parish

You can set up recurring donations and one-time gifts from this form.

My Donation required

FUND	AMOUNT
Building Fund ▼	\$ 10.00

+ ADD DONATION

☐ MAKE THIS GIFT RECURRING

I'd Like To Give By

Default (Visa x7669) ▼

4. Once this is done, the sub-total information will be listed at the bottom of the form. Some forms will show an optional processing fee.*

Donate to St. Demo

BD

GIVE NOW

SCHEDULED

HISTORY



St. Demo Parish

You can set up recurring donations and one-time gifts from this form.

My Donation required

FUND

Building Fund

AMOUNT

\$ 10.00

+ ADD DONATION

☐

MAKE THIS GIFT RECURRING

I'd Like To Give By

Default (Visa x7669)

3% CONVENIENCE FEE:

\$0.75

TOTAL:

\$25.75

DONATE TO ST. DEMO!

SECURE CREDIT CARD PAYMENT

This is a secure 128-bit SSL encrypted payment

- Once your donation is complete and if you intend to make a **one-time donation**, click the **Donate** button at the very bottom of the form. Your one-time donation is complete.

[Top](#)

How to set up a recurring gift

In order to add a recurring gift, you must either have an existing account or you may add an account in the process.

1. If you have an existing account, you may sign in by clicking on the SIGN IN option at the top of the form. You will have another chance to do so or to create an account in another step.
2. Begin by selecting the fund and entering the amount.
3. If you want to make this a recurring donation, mark the box.

The screenshot shows a web form titled "Donate to St. Demo". At the top right, there are two buttons: "GIVE NOW" and "SIGN IN". Below the title is a banner image of a church interior with the text "St. Demo Parish". Under the banner, it says "You can set up recurring donations and one-time gifts from this form." Below that is a section labeled "My Donation" with a "required" note. This section contains two input fields: "FUND" with a dropdown menu showing "Building Fund" and "AMOUNT" with a text box showing "\$ 10.00". Below these fields is a button labeled "+ ADD DONATION". At the bottom of the form, there is a checkbox labeled "MAKE THIS GIFT RECURRING" which is checked, indicated by a green checkmark icon. Three purple circular numbers (1, 2, 3) are overlaid on the form to indicate the steps: 1 points to the "SIGN IN" button, 2 points to the "FUND" dropdown, and 3 points to the "MAKE THIS GIFT RECURRING" checkbox.

4. You may either add your banking information or choose one you have already added.

5. You will then be prompted to fill in the recurring gift information.

Recurring Gift Details

You can edit your recurring gift anytime:

FREQUENCY *required*

Monthly

HOW MANY GIFTS

12

START DATE *required*

01/02/2019

6. Once you have completed filling in the information, at the very bottom of the form, click the Donate button. This button will look slightly different for each organization.

DONATE TO ST. DEMO!