



GETTING STARTED WITH ParishSOFT FOR ONLINE GIVING AT SACRED HEART IN TROY (Rev. 6/30/2026)

1) Go to **Sacred Heart's specific ParishSOFT Online Giving Home Page** (<https://giving.myparishsoft.io/app/giving/WeShare-20000223?tab=home>) **where you will see the words "Sacred Heart | Troy, MO"** at the top of the page, and beneath that you'll see 3 tabs, "**Home**," "**Give Now**," and "**Sign In**." (You can also get there from Sacred Heart's website by selecting **Online Giving** under the **Give** tab and clicking the word **ParishSOFT** where it says "Our Online Giving Website: **ParishSOFT**.")

2) Once you are on Sacred Heart's ParishSOFT Online Giving Home Page:
TO CREATE AN ACCOUNT, click "**Sign In**," and when the sign-in window appears, click "**Create Account**" and provide the requested information, agree to the terms, and click "**Continue**." You'll be sent a login code to verify the email or phone account you provided. Enter the code where prompted, then create your password when prompted. Confirm the password, and click "**Done**."

****If you are a registered parishioner, BE SURE to add your household's assigned ENVELOPE Number in STEP 3 below when you set up your account!** (All registered parishioners have an Envelope Number even if they aren't receiving Envelopes. If you don't know your envelope number, please contact the parish office and we can look it up for you.)

****You may use the "Give Now" tab to contribute without creating an account, but we encourage you to set up an account if you are a parishioner or if you may be giving more than once.**

3) After you are logged in, look for either a small icon with your initials in the upper right corner of the screen (if using a wide viewing format) **or** three horizontal lines on the upper left corner of your screen (if using a narrow viewing format, such as on a mobile phone). Click the icon or the 3 lines—whichever is visible—and you'll see "**My Account**" and "**Sign Out**" as options.

Clicking "**My Account**" lets you review and update your **Personal Information** and **Payment Methods**. Registered parishioners should **enter their Envelope Number** by clicking "**Personal Info**" under the "**My Account**" section and entering the Envelope Number in the space provided. (Although it says "optional," the parish needs the Envelope Number to be noted on your ParishSOFT profile to assist us in recording your ParishSOFT contributions in our parishioner system.)

4) While signed into your account, enter your desired contributions (recurring or one-time) and the payment method(s) you want to use. From the "**Home**" Tab and the "**Give Now**" Tab you can select different funds to contribute to (e.g., the parish's General Fund, Cemetery Fund, and St. Vincent DePaul Society exchange). There are also "**Second Collections**" accessible from the "**Home**" Tab for programs supported through special collections that occur at different times of the year (e.g., the Retirement Fund for Religious, the Easter Collection, Catholic Relief Services, and the St. Louis Review Subscription).

5) The "**Scheduled**" and "**History**" tabs allow you to view your scheduled donations and contribution history. You can log in any time to update and manage your personal information, scheduled donations, payment sources, etc.

6) TO LOG INTO YOUR ACCOUNT AFTER YOU HAVE CREATED IT, go to the ParishSOFT Home Page referenced in STEP 1 above, click "**Sign In**," enter the email address or cell phone number that you used to set up the account, then click "**Continue**," enter your password, and click "**Log In**."

7) For more help with account set up and online giving, call **ParishSOFT/WeShare support at 1-877-316-0260. When prompted, choose Donor Support.**