

Kindly follow Steps 1 and 2 if you are currently using OSV (Our Sunday Visitor).

If you are not using OSV, please jump to Step 2.

Step 1 – Cancel Recurring Gift in OSV (Our Sunday Visitor) our current Online Giving Provider

Go to <https://osvhub.com/st-peter-seattle/giving/funds>. Sign In to your OSV account.

Enter your email address and password. Click on **Forgot password** if you don't recall your password. Enter your email address then click on **Email Reset Instructions**. Open your email and follow the instructions from OSV. After resetting your password, login to your OSV account.

After logging in successfully, click on **MY GIFTS**.

Under the Upcoming Gifts section, please **take note of the Scheduled Date** of the Fund item.

Click on the Three Dots menu located on the right side of the Fund item then click on **CANCEL GIFT**.

A confirmation page will appear. Type the word **CANCEL**, all caps, then click on **CANCEL GIFT**. This cancels the recurring gift. Repeat procedures E, F and G if you have more than one Fund item setup for recurring gift.

Click on **MY ACCOUNT** on the top menu.

On the Account page, locate the **Wallet** section then click on the arrow to collapse the section. Listed is your payment method.

Click on the Three Dots menu located on the right side of the payment method then select **Delete**.

A confirmation page will appear. Type the word **DELETE**, all caps, then click on **DELETE**. This removes your payment method. Repeat procedures J and K if you have more than one payment method on file.

Click on your name on the top right corner then click on **SIGN OUT**.

Step 2 – Setup Recurring Gift in PushPay, our new Online Giving provider

Go to <https://pushpay.com/g/stpeterseattle>.

Enter the amount that you wish to donate.

Select the **Gift type**: Give one time or set up recurring.

Select the **Frequency** of your donation.

Select a **Starting date** for your gift. Select the date that you noted from OSV in Step 1, procedure E. If you are not using OSV, please ignore this note.

Select an **Ending date** for your gift.

Under Fund, select **Sunday Offertory** or whichever fund you wish to donate towards. Click on **Next**.

Verify Your Mobile Number that's associated with your St. Peter Parish profile by typing your mobile number.

Click on **Next**. A six-digit security code will be texted to your mobile number.

Enter the **Security code** that your received. Click **Confirm**.

Complete the PERSONAL DETAILS page. Click **Next**.

Add a new payment method. You can either use a credit card or use a bank account. Complete the required fields. Click **Next**.

A confirmation page, listing your recurring gift amount will show. Click on the additional options if you wish.

Click on **Schedule recurring gift**.

For security purposes, a six-digit security code will be texted to your mobile number.

Enter the **Security code** that your received. A page confirming your gift will appear. If you wish to set up another recurring gifts toward other Parish Funds, click on **Give again** and follow the procedures.

You will receive an email from PushPay to verify your email address and to create a password for your account. Click on the link and follow the prompts.

You are all set. Thank you.