

# Electronic Giving

The process of creating an E-giving account will take between 7-10mins. You will be required to create a user name and password and a valid email address is required. Please have the following documents handy before starting the process: Debit/Credit Card information or Bank Account & Routing Numbers. Once you have created your account using E-giving is a simple process which enables you to be notified via email of pending transactions and track your giving history online.

## Account Creation Process:

- Step 1.** Visit [www.e-giving.org](http://www.e-giving.org) website using any conventional web browser
- Step 2.** On the e-giving.org website click on **"Donate now"** (located on the left side of the site).
- Step 3.** You will be asked to **"Enter the zip code of the organization you wish to donate to"** enter 48116 and click submit button.
- Step 4.** Click on the following link as it appears **"St Paul's Episcopal Church - 200 W. St. Paul Street, Brighton MI 48116"** which will take you to the sign-in/sign-up page.
- Step 5.** On the St. Paul's e-giving.org page click **"Not signed up yet? Sign up here!"** which will prompt you to begin the process of creating an e-giving.org profile.
- Step 6.** The Following screen should appear:

St Paul's Episcopal Church  
>> Welcome to E-Giving <<

### Member Sign-Up

[need help click here...?](#)

First Name:  (required)

Middle Initial:  (optional)

Last Name:  (required)

Street Address:  (required)

City:  (required)

State/Province:  (required)

5-digit Zip Code:  (required)

Country:  (optional)

Organization ID or Envelope Number:  (optional)

Phone Number: (  ) -  -  (required)

Email:  (required)

Username:  (required)

Password:  (required)

Confirm Password:  (required)

*Please remember your password. Your password is case sensitive.  
It will never be displayed on screen for security reasons.  
Username and password fields may not be longer than 20 characters.*

[Back to Login Page](#)

\*\*\*Please note that you do not need to enter an "Organization ID or Envelope Number". If you would like to enter your current Envelop number you may do so but it is not required

- Step 7.** Once you have completed the Member sign-up page please ensure that you remember your user name and password for future access to your e-giving.org profile page.
- Step 8.** By clicking **“Submit”** you may be prompted to edit/change your user ID in the event that is in use by another member. For added security a password consisting of both letters and numbers work best.
- Step 9.** You have now successfully created an e-giving account.

## Making a Donation:

- Step 1.** After you have created your account the following screen should appear:

**St Paul's Episcopal Church**  
 >> Welcome to E-Giving <<

**Main Menu**

**:: Please choose from one of the following options ::**

To make a bank account transaction, you must first review and ACCEPT the electronic authorization agreement. Please click the "View the Authorization Agreement" link below to complete the authorization process.

To make a Credit/Debit card transaction, go to the E-giving Transaction Page.

>> [View the Authorization Agreement](#)  
*If you are not authorized to do ACH transactions, you can complete the authorization process. If you have completed the process, you can view the agreement.*

>> [Go To My Organization's E-giving Transaction Page](#)  
*Make a donation, payment, or contribution to your organization.*

>> [View/Edit Member Profile](#)  
*View and change your account information, transaction schedules and reminders.*

>> [View transactions and their status](#)  
*View your recent transactions.*

>> [View News from your Organization](#)  
*View news and notifications from your organization.*

>> [Egiving Transaction Calculator](#)  
*Calculate what amount is right for you.*

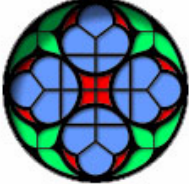
[Logout](#)

To make Bank Account transactions you must first review the Authorization Agreement, please have your Bank Account information handy.

To set up your contribution please click on the "Go To My Organizations E-Giving Transaction Page".

- Step 2.** On the Authorization Agreement page, after you have reviewed the Agreement, check the **“I have read the Agreement...”** box and click **“I Agree”**. You will be taken to an agreement page that can be printed for your records. To return to the Transactions page simply click **“Return to the main menu”**.

**Step 3.** Click on “Go To My Organization’s E-giving page” which will direct you to the St. Paul’s giving page. Here you may select from several different stewardship options for giving.

Together we make a difference			
	Regular Pledge \$ <input type="text"/>		
	General Donation \$ <input type="text"/>		
	Education Donation \$ <input type="text"/>		
	Outreach Donation \$ <input type="text"/>		
	Sunday Flowers \$ <input type="text"/>		
	Other (Enter a fund name) \$ <input type="text"/>		
Special Giving Opportunities			
Mission Trip \$ <input type="text"/>			
Art Fair \$ <input type="text"/>			
Music Ministry \$ <input type="text"/>			
Rector's Discretionary Fund \$ <input type="text"/>			
<a href="#">[Continue]</a> <a href="#">[Cancel]</a>			
<b>Step 1:</b> Funds	<b>Step 2:</b> Schedule	<b>Step 3:</b> Payment	<b>Step 4:</b> Confirm

Simply choose which category you would like to donate too and click “**continue**” to follow the steps.

**Step 4.** You will be prompted to enter a schedule for your transaction (one time, date in the future, reoccurring). For regular pledges we recommend using the reoccurring schedule. You will be notified via email before **any** transactions are completed each time a donation is to be processed. This offers you a reminder before funds are withdrawn from your Credit/Debit Card or Bank Account.

**Step 5.** Follow the prompts on the donation page. When your transaction is complete you may log out of the system

We recommend that you book mark the e-giving.org website. To log into e-giving.org simply visit their website and enter the user name and password you created.