

## How to Give Online to St. Ignatius

- Click on the green leaf to access the site.
- If you have already set up a user email and password, click on [SIGN IN](#).
- For a One-Time donation, click on the Fund drop down box and choose the fund in which you wish to donate.
- Enter the amount.
- If you wish to donate to more than one fund, click on +Add Donation. Click on [SUBMIT](#).
- If you wish to make this a RECURRING GIFT, click on the box listed, (then follow the directions below) otherwise choose CREDIT CARD or BANK ACCOUNT.
- Enter your card (the card may be a credit or debit card- gift cards and pre-paid cards will not process) or bank information.
- Enter your billing information.
- Click [SUBMIT](#). An email will be sent to the email you listed as a receipt of confirmation.

### To Set Up A Recurring Gift:

- Use the directions listed above and click on the box next to Recurring Gift.
- If you do not have an account set up, it will prompt you to register so you may enter your information. We recommend using an email address as your sign in method.
- Choose FREQUENCY and the START DATE.
- Enter your method of payment if it is not saved already.
- Click SUBMIT if the amount and frequency is what you have selected is accurate. An email will be sent confirming the information of your Recurring Gift.

### To Register for an account:

- Click on the green leaf to access the site
- Click [SIGN IN](#).
- Click on [REGISTER FOR AN ACCOUNT](#). We recommend using an email address as your sign in method. Enter the information requested.
- Click [REGISTER](#)- a confirmation email will be sent with your login credentials.

### Can't remember your Password ?

- From the [SIGN IN](#) option, click on Forgot Password and a temporary password will be emailed to the email address you list. Once you sign in with the Temporary Password, it will prompt you to create your own password.

### **To Change the Amount or Frequency of a Scheduled/Recurring Gift:**

- Sign in to your account.
- Click [RECURRING](#).
- Once your donation details appear, click on the pencil icon – this will allow you to edit the amount and frequency of your gift.

### **To Edit/Update Your Payment Method:**

- Sign in to your account.
- In the top right corner is a circle with your initials – click here and then on [MY ACCOUNT](#)
- On the left side of the page click on [PAYMENT METHODS](#)
- Here you can edit the expiration date of your credit card
- Click [ADD PAYMENT METHOD](#) if you need to add a new credit card or would like to switch your method of payment to Bank Account Payments.