

## Cathedral of the Risen Christ - Online Giving Instructions

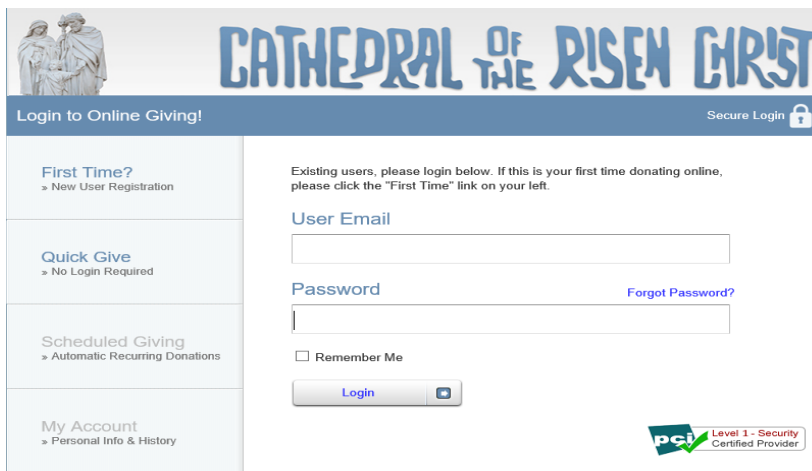
Go to the Cathedral of the Risen Christ website

<http://www.cathedraloftherisenchrist.org>

On the Home page find the “Click Here to Donate” button to the right of the scrolling banner and click on it.

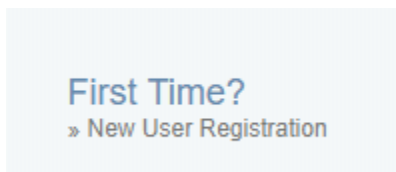


You will land on the Login page for Online Giving.



### **First Time User**

Locate the “First Time?” button in the upper left corner to create your Cathedral online giving account.



Note: Your envelope number can be found on your current envelopes, on your bank statement (if you give electronically), and on your previous years tithing statements. Your envelope number is preferred, but not required.

At this point you will be able to make your donation. You have the option to donate to several funds either as a one-time donation or a recurring donation (scheduled giving).

## Credit Card (One-time)

### My Donation



Amount: \$  To:  ▼  
[+ Add Another Fund](#)

Enter the amount you wish to donate and then select where this is to be directed from the dropdown menu to the right (you may add additional funds). In this example we will be making our Regular Sunday tithing.

Navigate to the “Card Information”. Fill in the white boxes with the appropriate information (card type, card number, card expiration, etc.).

Note the, “Add 3% to help cover costs of processing?” check box at the bottom. When you select this option you will see your donation amount increase accordingly which will offset the credit card charge that payees incur. If you do not select this, Cathedral will pay the processing thus reducing your actual donation.

### Card Information

Card Type:  ▼  
Card Number:   
Card Expiration:  /  (month / year)  
Card Code:  « Help?  Save this Card

### Card Holder Information

Name on Card:   
Billing Address:  (street address)  
Zip Code:   
 Add 3% to help cover costs of processing?

Your name and address will appear here.

By checking this box you are electing to pay the credit card processing fee.

Once you have entered all of your information, click on “Submit”. You will be presented with some images for verification. You will then receive a confirmation.

If you have any questions, please contact the parish office at 402.488.0948.

## Checking Account (One-time)

Select the "USE CHECK" icon and you will be taken to a new page where you can create your donation the same way as if you were writing a check. Your name and address information will be auto populated based on your account information.

You will fill in the white boxes (dollar amount, routing number, and account number), select a fund, click to electronically sign the check, and then enter the name of your bank.

My Donation

CHECK CARD

Virtual

January 15, 2018 DATE

PAY TO THE ORDER OF **Cathedral of The Risen Christ** \$ [ ] DOLLARS

FOR **Regular Sunday** [ ] [ ] [ ] Virtual

Routing Number Account Number

Your name and address will appear here.

Select a fund here.

Click here to sign electronically.

Checking Account Information  Save this Account

Account Type: **Checking**

Name of Bank: [ ]

Name on Bank Account: [ ]

Your name will appear here.

By clicking on the Authorize button below, I authorize Cathedral of The Risen Christ to initiate an electronic debit to my bank account in the amount of \$

Add 3% to help cover costs of processing?

Once you have entered all of your information, click on "Submit". You will be presented with some images for verification. You will then receive a confirmation.

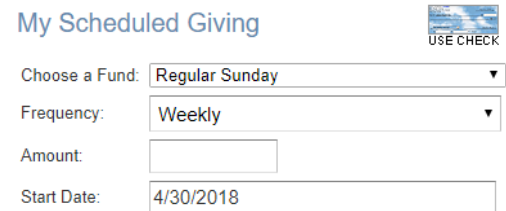
If you have any questions, please contact the parish office at 402.488.0948.


## Scheduled Giving – Credit Card or Checking Account

Select “Scheduled Giving” located on the left side of the Login page. You will be taken to a page where you can setup your reoccurring donation by credit card or check. The process is similar to the one-time donation process. For more example images, see page 2 (credit card) or page 3 (checking account).

### By Credit Card

Select where your fund is to be directed from the first dropdown menu. In this example we will be making our Regular Sunday tithing. Select the frequency of your donation from the second dropdown menu and enter the amount you wish to donate. Then select a start date.



My Scheduled Giving 

Choose a Fund: Regular Sunday

Frequency: Weekly

Amount:

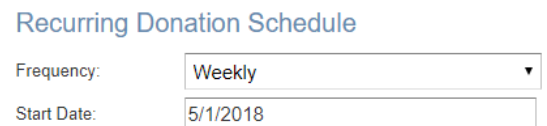
Start Date: 4/30/2018

Navigate to the “Card Information”. Fill in the white boxes with the appropriate information (card type, card number, and card expiration). Note the, “Add 3% to help cover costs of processing?” check box at the bottom. When you select this option you will see your donation amount increase accordingly which will offset the credit card charge that payees incur. If you do not select this, Cathedral will pay the processing thus reducing your actual donation.

Once you have entered all of your information, click on “Activate Schedule”. You will be taken to a page that shows a summary of your scheduled giving and that it is “Active”. From this page, you may delete your scheduled giving or add an additional scheduled giving.

### By Checking Account

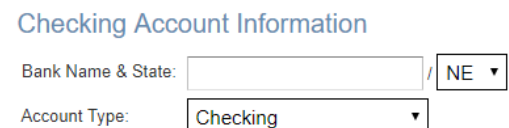
Select the “USE CHECK” icon. You will be taken to a new page where you can create your reoccurring donation the same way as if you were writing a check. You will fill in the white boxes (dollar amount, routing number, and account number), select a fund, and then click to electronically sign the check. Select the frequency of your donation from the dropdown menu and a start date. Then enter the name and state of your bank.



Recurring Donation Schedule

Frequency: Weekly

Start Date: 5/1/2018



Checking Account Information

Bank Name & State:  / NE

Account Type: Checking

Once you have entered all of your information, click on “Authorize”. You will be taken to a page that shows a summary of your scheduled giving and that it is “Active”. From this page, you may delete your scheduled giving or add an additional scheduled giving.

#### Notes:

**If you are switching your tithing from ACH, you will need to contact the office to complete an ACH form authorizing them to discontinue your ACH donations. Tithing envelopes will not be mailed out to those doing Scheduled Giving.**

If you have any questions, please contact the parish office at 402.488.0948.