

**To create your NEW WeShare E-Giving account.**

- Go to our WeShare secure website: <https://stpeterscatholic.weshareonline.org>.
- Choose a donation opportunity (e.g. *Offertory Donation (Stewardship of Treasure)*) and click “Make a Donation.”
- Choose “Recurring Donation” or “One Time Donation”
  - **For a One Time Donation – drafting today (the date of the authorization):**
    - Enter the amount of the donation or choose a preselected option
    - Choose payment type – Checking/Savings, Debit Card, or Credit Card
    - Enter payment details – account information and billing information for that payment source
    - Enter your contact information - email address, first and last name, and phone number
    - Confirm your information by checking the box that states “I’m not a robot” and selecting the items requested in the pop up box
    - Check the box “I agree”
    - Select “Submit Your One Time Donation”
  - **For a One Time Donation – drafting at a future date:**
    - Choose “**Recurring Donation**”
    - Pick your recurrence pattern - enter your donation amount and choose the frequency.
    - Pick your recurrence duration - choose when to start, then choose end the donation after 1 transaction
    - Choose payment type – Checking/Savings, Debit Card, or Credit Card
    - Enter payment details – account information and billing information for that payment source
    - Enter your contact information - email address, first and last name, and phone number
    - Confirm your information by checking the box that states “I’m not a robot” and selecting the items requested in the pop up box
    - Check the box “I agree”
    - Select “Create You Recurring Transaction”
  - **For a Recurring Donation**
    - Pick your recurrence pattern - enter your donation amount and choose the frequency.
    - Pick your recurrence duration - choose when to start and end the donation
    - Choose payment type – Checking/Savings, Debit Card, or Credit Card
    - Enter your account information and the billing information for that payment source.
    - Enter your contact information - email address, first and last name, and phone number
    - Confirm your information by checking the box that states “I’m not a robot” and selecting the items requested in the pop up box
    - Check the box “I agree”
    - Select “Create You Recurring Transaction”
- This will create your WeShare account.
- You will receive an email from WeShare (good for 24 hours) with instructions for creating your password.

Once your WeShare account has been completely created (with your personal password), you will have access to all of your donation/payment information, donation options, event registrations, and can make changes at any time.

You can gain access to your account by going to the WeShare secure website:

<https://stpeterscatholic.weshareonline.org>. Choose “**Log In**” in the upper right hand corner. Enter your email address and personal password.