

ST. BERNARD PARISH

WESHARE ELECTRONIC OFFERTORY SYSTEM ST. BERNARD PARISH

This guide will help you schedule your electronic payments using the *WeShare* e-giving portal. The portal has been designed for ease of use and with simplicity in mind. Should you encounter any problems using the new system, please contact the Parish Office.

To access the system, go to our parish home page (<http://www.sbmsn.org>). Look for the tab marked “Online Giving” and click on it. Then, follow the link to the online giving portal.

Once on the portal, it is important to note that your online account **will not be created until you have scheduled your first payment**. Once your first payment is scheduled, the system will send an email to the address you provide. After you’ve received it, you’ll set your password and will then be able to log into the portal in the upper right-hand corner to access your account.

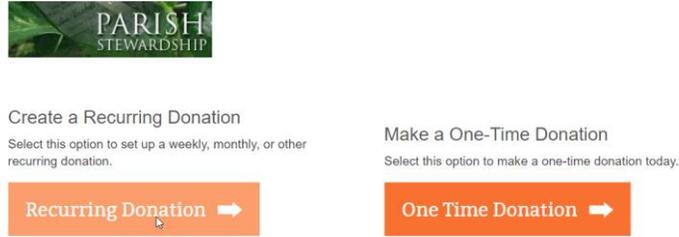


SCHEDULING YOUR FIRST PAYMENT

You will most likely schedule your first payment for parish offertory. Click on the “Make a Donation” button.



You may choose to contribute once, or to schedule a recurring donation. If you plan to contribute regularly to the offertory, click on “Recurring Donation”.



Enter an amount you’d like to contribute and complete how often you’d like to make the contribution.

A screenshot of a web form titled 'Create a new repeating donation for Parish Offertory'. Below the title is a dark grey bar with the text 'Pick your recurrence pattern'. The form has two columns. The left column is labeled 'Enter an amount' and contains a text input field with '\$25.00'. The right column is labeled 'Select the pattern for your recurring donation' and contains a dropdown menu with 'Monthly' selected. Below these columns is a label 'Select a day of the month' and a text input field with '10th'.

You can set a start date or an end date for your contribution. If you wish to continue contributing indefinitely, leave the box checked to schedule transactions indefinitely.

A screenshot of a web form titled 'Pick your recurrence duration'. Below the title is a dark grey bar with the text 'Pick your recurrence duration'. The form contains a paragraph: 'You can choose to start your repeating donation at a date in the future and/or have the repeating donation stop after a number of donations have been made.' Below this are two sections. The first is 'Recurrence Start:' with two radio button options: 'Start scheduling transactions immediately' (which is selected) and 'Choose the first scheduled transaction to be run:' followed by a dropdown menu showing 'Mon Dec 10 2018'. The second section is 'Recurrence End:' with two radio button options: 'Continue scheduled transactions indefinitely' (which is selected) and 'End after' followed by a dropdown menu showing '1' and the word 'transactions'.

You’ll set up your funding source next. You can choose to contribute from a checking or savings account, or by using a major credit or debit card. **Skip the orange login box, as this is your first contribution.**

Enter in your payment information (a credit card is used for this example).

Enter your payment details

Credit/Debit Card Account Information

Card Holder Name:
MICHAEL R RADOWICZ

Card Number:
4147123456781234

Card Type:
  

Expiration Date:
1 - January 2018

Enter in your billing information.

Billing Information

First Name:
MICHAEL

Last Name:
RADOWICZ

Street Address #1:
2438 Atwood Ave.

Street Address #2:

City:
Madison

State:
WI

Zip/Postal Code:
53704

Fill in your contact information. **The email address you provide will be the address the system will use for your login information. Continue to ignore the orange login box.**

Your Contact Information

Enter your contact information below. Your email address is optional, but providing it will allow you to receive receipts via email and login to your account at a future date. A temporary password will be emailed, and expires within 24 hours for your security.

[If you already have an account, click here to log in.](#)

Email Address
pastor@sbmsn.org

Re-enter Email Address (for confirmation)
pastor@sbmsn.org

First Name
MICHAEL

Last Name
RADOWICZ

Phone Number
608-249-9256

Confirm your information by completing the reCAPTCHA verification. Click on “I’m not a robot”. Then click “I agree”. Finally, click “Create your recurring transaction”.

Confirm Your Information

Verify and complete your recurring transaction signup

Recurring Amount **\$25.00**

I'm not a robot

RECAPTCHA
Privacy - Terms

Please check the 'I Agree' checkbox. By doing so you indicate that the above information is correct, and that you authorize the transaction.

I Agree

Create Your Recurring Transaction

Your first contribution has been scheduled! Wait a few minutes, and then check the email address you provided above. You should receive an email from the *WeShare* portal. Click on the link in the email to set your password.

St. Bernard Parish - Madison

Enter a new password below. See password criteria to the right.

username: pastor@sbmsn.org

password:

re-enter password:

Set New Password

Set New Password

Password Criteria:
More than 5 characters
At least 1 upper case letter
At least 1 lower case letter
At least 1 number

Having trouble?

Contact your group coordinator or administrator for assistance in setting your password.

After you’ve set your password, the system will take you to the portal home page. Click the orange “Login” button in the upper right.

Secure SSL/TLS Connection

Login

St. Bernard Parish - Madison

After you’ve logged in, you’ll notice some menus at the top of the screen.

St. Bernard Parish - Madison

GIVING OPPORTUNITIES PAYMENTS AND SCHEDULES GIVING HISTORY PRINT DONATION SLIPS MY SETTINGS

If you click on “Payments and Schedules”, you’ll see the recurring payment you scheduled earlier.

My Recurring Transactions				
Collection	Next Transaction Date	Payment Source	Amount	
Parish Offertory	Monday December 10th, 2018	Account ending in: *****877	\$25.00	Edit Delete

You can click on “Giving Opportunities” and you can scroll through the other collections and schedule the collections you’d like to contribute to at one time. Note that there are some collections which have a month that precedes the collection name. The month denotes the month of the year in which the collection is taken. When you schedule a recurring payment, you can choose to have your payment processed in the month the collection is taken.

If you would like to donate to our Christmas or Easter Art and Environment, you will need to enter a one-time donation each time. You cannot schedule a recurring donation for these two collections. These collections are set to a one-time donation to allow you an opportunity to make your gift in memory of friends or loved ones (living or deceased).

If you purchase SCRIP cards through our SCRIP program, you are welcome to use the payment item in the giving portal to process your SCRIP order. When you check out on the SCRIP web site, choose “pay my coordinator”. You can then come to the giving portal, log in, and use the SCRIP payment item to pay for your order.

**PLEASE CONTACT THE PARISH OFFICE
WITH ANY QUESTIONS OR CONCERNS**

(608) 249-9256

office@sbmsn.org | pastor@sbmsn.org