



Online Giving Sign-Up Guide

Step 1: Access St. Andrew Catholic Church’s website

- Navigate to <https://standrewcatholic.org/> or use this QR Code to go directly to the Online Giving and skip to Step 3.



Step 2: Locate the Online Giving Portal for giving options

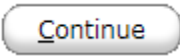
- Scroll down the main website, locate the Online Giving Portal, and “click” the words “St. Andrew Electronic Giving”.
- The online giving portal, provided by our partner Vanco, will show the numerous options for giving – including timing, amount, and payment method (credit/debit, checking, and savings).

St. Andrew Electronic Giving



Step 3: Select your giving options

- You are able to select giving options (amount, frequency, start date) for giving to Offertory, Renew Our Church, St. Martin/SVDP and Faith Formation. For these four main categories, you can select One-Time giving option, or recurring (weekly, or monthly) under “Frequency”. You can then select when to make that payment (or start that recurrence).
- In addition, you can select Second Collection giving options for the upcoming week 12-week period. At this time, these donations are only able to be processed as “One-Time” transactions.
- Complete the remainder of the page based on your donation requirements, and select “Continue” at the bottom.



St. Andrew Parish Offertory

Gifts to support the ongoing parish activities of Ministry, Religious Ed and Administration.

| | |
|---|---|
| -Offertory: | <input type="text" value="0.00"/> |
| -Renew Our Church: | <input type="text" value="0.00"/> |
| Capital Campaign (3rd w/end of the Month) | |
| -St. Martin/SVdP: | <input type="text" value="0.00"/> |
| Parish Outreach (1st w/end of the Month) | |
| -Faith Formation Donation: | <input type="text" value="0.00"/> |
| (Gift for the support of our FF program) | |
| Frequency: | <input type="text" value="Choose One"/> |
| Donation Start Date: | <input type="text" value="08/25/17"/> <small>mm/dd/yy</small> |

Second Collections

Serving the ministries of the Parish, the Archdiocese of Atlanta or those of the Bishops of the US.

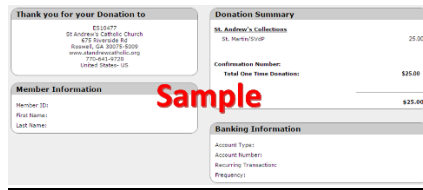
| | |
|---|---|
| -Georgia Bulletin May \$20: | <input type="text" value="0.00"/> |
| Annual Subscription to the GA Bulletin | |
| -Archdiocesan SVdP 8/13: | <input type="text" value="0.00"/> |
| -Latin Amer/Europe/World Missions 8/27: | <input type="text" value="0.00"/> |
| -St. Catherine of Bethlehem 9/24: | <input type="text" value="0.00"/> |
| -Arch Seminarians (Fall) 10/1: | <input type="text" value="0.00"/> |
| -Campaign Human Development 10/15: | <input type="text" value="0.00"/> |
| -Retirement Fund for Religious 10/29: | <input type="text" value="0.00"/> |
| -All Saints Day - Holy Day 11/1: | <input type="text" value="0.00"/> |
| -Christmas Flowers 12/10: | <input type="text" value="0.00"/> |
| -Catholic Charities 12/25: | <input type="text" value="0.00"/> |
| -Christmas 12/25: | <input type="text" value="0.00"/> |
| -Solemnity of Mary 1/1/2018: | <input type="text" value="0.00"/> |
| Frequency: | <input type="text" value="One Time"/> |
| Donation Date: | <input type="text" value="08/25/17"/> <small>mm/dd/yy</small> |



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Step 4: Enter in Payment Information

- Enter in the required information into the payment form.
- Note that there are options to pay via credit/debit card, checking or savings account.
- Select “Process” at end of the form to submit your donation! A confirmation screen will appear once your transaction has completed:



Donation Information

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required) /

Phone Number:

Email Address:

Parishoner/Envelope ID Number (Not required, but helpful)

Account Type
 Credit/Debit Card Checking Savings

VISA DISCOVER

Card Number:

Card Verification Value (CVV2): [What's This?](#)

Expiration Date: /

Name of Cardholder:

Use Same Address As Above

Billing Address 1:

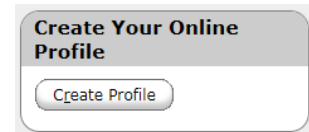
Billing Address 2:

Billing City:

Billing State / Zip: /

Creating a Profile to maintain your giving options

- We recommend a profile be created in order to maintain your online giving options and historical donation records.
- At the main screen in [Step 3](#), select “Create Profile” on the right side of the screen, and enter an email address to create a profile using your e-mail address and continue with online giving options and payment processing.



Create Profile

Enter a valid email address below.
 This will be used as your User ID.

Email Address:

Confirm Email Address:

Continue

- Similarly, you may select a password & save your profile prior to completing your payment information in [Step 4](#).

Would you like to save your profile before continuing?

- Saving your profile will:
- Take only a moment—all you have to do is select a password
 - Enable you to change or stop a recurring donation at any time
 - Allow you to view and print your online donation history

Select Password

Select your profile password

- Password requirements:
- Must be at least eight characters
 - Must include at least one letter and one number
 - Cannot be identical to your first name, last name or email address
 - Cannot be reused
 - Passwords are case sensitive
 - Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than "*" or ">"

Enter Password: (required)

Re-Enter Password: (required)