



ONLINE GIVING INSTRUCTIONS

- St. Mary Cathedral will only accept online giving from your Checking Account
- Credit or Debit cards will not be allowed due to the processing costs

You can contribute any amount using the button on your profile. If you want, you can set up recurring gifts or payments

1. Sign into your site.
2. Click **Giving** on the main menu.
3. Click **+ Give**. If you don't see this button, contact your church and ask them about online giving.
4. Enter the amount you want to give, then select the fund. If the fund has the memo field enabled, complete this field to add a note. To give to more than one fund at once, click **Give to an additional fund**.
5. Select a gift frequency and enter the appropriate date information.
6. Enter your payment information. If you have a saved payment method, you can use it or click **Add New Payment Method** to add another payment method.
7. Click **Give**.

What about months that have less than 31 days?

During months that have less than 31 days, recurring gifts scheduled for the 31st of each month will process on the last day of the month. **Will I be notified about recurring gifts?** Yes, if you set up a recurring online gift, you will receive an email when the end date has been reached

Note: Remember to cancel your present online giving

We Recommend these intervals for processing your gifts

(this will be most cost effective for St. Mary Cathedral)

Once a week – Sunday

Every 2 weeks – Sunday

Once a Month – 1st, 15th, or 30th of the month

Twice a month – 1st and 15th

Give any amount to your church using your smart phone.

1. **Text your church's keyword (SundayGiving) and amount to 73256 on your smart phone.**
2. Once the text is sent, you will receive a confirmation message.
3. Click the link in the confirmation message to access the payment form.
4. Complete the payment form and verify the amount and fund.
5. When finished, click **Give**.
6. You will receive a receipt by text and email.
7. Your payment information is saved for future gifts.

Future Gifts via Text: For future gifts via text message, submit your church's keyword again to 73256 to generate another payment form link.

If you have questions, or need assistance please contact Margaret directly at 765.607.4853

Please note: to gain assistance while you are in REALM, please click the “?” in the upper right-hand corner wherever you are.

