Steps to setting up online giving

1. To access the portal, click the GIVE button in the left column on the home page at www.stdave.org.

2. Create or log in to your account. Creating an account only takes a minute and will be used for all transactions going forward.

3. Once you create an account, the Give screen appears, asking for the amount you want to give. For recurring gifts, enter the amount of the recurring payment, not your total pledge.
   a. If it’s a one-time gift, specify the date you want to make the payment.
   b. If it’s recurring, you select how often the payment is made and when.

4. The next screen allows you to designate where the payment should be applied. Again, enter the AMOUNT of the RECURRING PAYMENT. The “optional description” field can be used to note if the payment is for a 2012 pledge or 2013, or the name for whom a gift is being made in memory or to convey any other info the business office needs to know.
5. Next enter your credit card or debit card information. Do not use dashes between the card number

The next screen is a summary of your payment.

a. Note that if the gift is recurring, the number in parentheses next to Frequency is the day of the month the payment will be applied.

6. If you need to return to a previous screen, click on one of the 5 steps at the top of the screen.
7. Once you make or schedule your gift, you will receive an email confirming payment.

8. After that, you can log in any time via the GIVE button and make changes to your payment schedule under the Manage Scheduled Giving tab. You can also update credit cards, make additional gifts or cancel payments.
## Next Scheduled: $50.00 on 1/25/2013 (6 weeks)

### Giving Schedules - Active

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Most Recent Gift</th>
<th>Next Gift</th>
<th>Last Gift</th>
<th>Frequency</th>
<th>Gifts Made</th>
<th>Amount</th>
<th>Payment Method</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Pledge</td>
<td>1/25/2013</td>
<td>12/25/2013</td>
<td>Monthly</td>
<td>0 of 12</td>
<td>$50.00</td>
<td>Visa, ending in 9/333</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## Next Scheduled: N/A

### Giving Schedules - Active

You currently have no active giving schedules.

### Giving Schedules - On Hold

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Frequency</th>
<th>Gifts Made</th>
<th>Amount</th>
<th>Payment Method</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Pledge</td>
<td>Monthly</td>
<td>0</td>
<td>$50.00</td>
<td>Visa, ending in 9/333</td>
<td></td>
</tr>
</tbody>
</table>

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## Account Settings

### E-mail

Set your e-mail contact information

laa1@stclave.org

### Password

What you use to login

password

### Social Networking

Add Facebook Account | Add Twitter Account