

SETTING UP A 'myEoffering' ACCOUNT FOR ST LUKE

STEP 1

Church Website Homepage: scroll down & **CLICK** on white & green "MyEoffering Donate Now" Button.

STEP 2

REGISTER

Welcome to myEoffering.

[CLICK on the REGISTER button in the upper right hand corner to Create a New Account.]

STEP 3

Create a new account. [fill in items below]

First and Last Name

Email

Password

Confirm Password

Click on REGISTER

STEP 4

Success

Your signup was successful. Please check your email for the link to activate so you can login. Click on OKAY

[CLICK on the Link in your Email and Login at the top of the next screen]

STEP 5

CLICK on 'WALLET' Tab at top of screen.

Identify Checking Account and/or Credit Card

Checking Account Fee: 30 cents/transaction (can include multiple funds on same date)

Credit Card Fees: 30 cents + 2.75% amount

STEP 6

CHURCH TAB: Type in: St Luke, should show St Luke Parish. Click JOIN

_____ **CLICK ON** myEOffering

STEP 7

NEW OFFERING: Fill in items below]

Which Church do you want to give to?
[St Luke Parish]

How often to you want to give?
[onetime, weekly, monthly, quarterly, yearly]

When do you want the Offering to Start?
[If a Feast Day Like Christmas - 12/25] NEXT

STEP 8

NEW OFFERING: [Fill in items below]

Which Funding Source do you want to use?
Pick the fund(s) & amount you wish to give?
[Pulldown menu includes Sunday, Feast Days with approx. date, SVDP, School Ministry, Youth Ministry, Alumni, & Memory Flowers.]

[CHECK which notifications you would like, For Credit Card, Click on Fee.] **CLICK** on NEXT

STEP 9

NEW OFFERING: [Fill in items below]

CONFIRM OFFERING DETAILS

Church , Frequency, Start Date, Fund Source, Offering Amount, Fees, and Total

Click on SUBMIT

NEED HELP: Tech Support—877-393-3330
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