

# HOW TO ENROLL ONLINE

## INSTRUCTIONS FOR SELF-REGISTRATION

### ELECTRONIC FUNDS TRANSFER (EFT) FOR SUNDAY OFFERINGS

- You must have a valid e-mail in order to self-register for EFT.
- Go to <https://www.myowngiving.com/Default.aspx?cid=388>
- Select "Sign Up for New Account"
- Fill out required information such as Login information, Personal information and Address information.
  - You must have a valid e-mail to validate your account. You will receive an e-mail from Parish Soft/Sage Payment Solutions. Follow instructions on the e-mail so that you can continue the registration process.
- Once your e-mail has been validated, log into your online giving account.
- To set up your recurring EFT contributions:
  - Select "My Payment Methods" to add your credit card/banking information.
  - On the right hand side of the page, select "Give a New Gift" to set up your recurring EFT contributions.
  - A list of all funds offered will be displayed. Choose the Fund you wish to contribute to and choose "recurring" from the "Select Gift Type" drop down menu.
  - A sub-menu will appear just below the fund name. Choose your contribution amount, the frequency of your contribution and the date you wish to begin contributing.
  - Repeat this process for each fund you wish to contribute to.
  - Once you have finished, click "Next" at the bottom of the page.
  - A summary page will appear next. This page will summarize the selections you made in the previous page. Review them carefully and if all information is correct, select "Submit".
  - The next page will provide you a confirmation of the contributions that have been received. Please print a copy of this page for your records. Click on "Finish" to return to your home page.
  - Sign out of your account.
  - Remember your selected User ID and Password