



Online Giving

February 5, 2017

## Online Giving Instructions

St. Edith's Online Giving is through Our Sunday Visitor (OSV). A link to a video tutorial is available at [www.stedith.org](http://www.stedith.org) in the "Giving" Box on the Home Page.

You can use your checking, or savings account, or Visa, or MasterCard. At this time we are not set up for American Express. You can make changes at any time as well as see, or print contribution history and generate tax statements. It's easy and convenient!

There are four steps to setting up an account:

- [Creating your Profile](#)
- [Establishing your Credentials](#)
- [Selecting your Payment Method](#)
- [Choosing your giving selections/Giving a Gift](#)

To Begin:

Go to [www.osvonlinegiving.com/4186](http://www.osvonlinegiving.com/4186). You will see "Welcome to Online Giving!"

To set up a new account select "Create New Account." You are automatically connected to the St. Edith account.

**Creating your Profile:** Please enter Name, Email, Email Confirmation, Address & Phone. You will see "Admin Code" under the phone number. You will not need to select this. When complete select "Enter Credentials."

**Establishing your Credentials:** Please create your UserID, Password & confirm your Password. Please check the box, "I'm not a robot." Then select "Create Account."

**Payment Method:** Select either "Add Bank Account," or "Add Credit Card."

- Under Bank Account you will be prompted to select the Bank Name, Account Type, Enter Routing Number, Confirm Routing Number, Enter Account Number and then Confirm Account Number. Select "Create Payment" to continue.
- Under Credit Card you will be prompted to key in the card number. When you do it will display the type of card you are using. At this time we have two options: Visa & MasterCard. You will be prompted to select a Card Nickname. Select "Create Payment" to continue.

### Giving a Gift:

*Start by Selecting a Fund* - you will see a box, "Please select a fund," with a drop down arrow. When clicking on the arrow you will see 11 giving offerings we are currently set up for. These are listed below (\*). The "Sunday Offering" is our weekly contribution. Select the initial fund you would like (for example, "Sunday Offering.") Only one fund at a time is able to be selected. After completing the process for "Sunday Offering," for example, you will be able to go back and then select another fund.

*Select A Gift Type is next* - When clicking on the arrow in the box you will see three "Gift Types;

- **Recurring:** An ongoing donation; Sunday Offering is the most utilized recurring donation, but any of the other funds can be the same. Selecting Christmas Offering as recurring would make a donation each year at Christmas at the time designated by you. The same would be for the other funds. On Holy Days, for example, the actual date of the Holy Day could be the designated date for your contribution.
- **Pledge:** We currently are not set up for Pledges. Please do not select this at this time.
- **One Time:** A "One Time" contribution could be a special intention, or a given ministry activity (a Christian Service donation, mission work, Easter Flowers, etc.). When selecting "One Time" you will be given the opportunity to write in what the gift is for in a "Gift Summary" box.

*Selecting Gift Details* will follow your selection of gift type.

"What is the amount you'd like to give?" - key in the amount in the box

"What date should this gift be given?" - select the date

"How often would you like these gifts to occur?" - select the frequency

*Gift Summary* - You will then see a gift summary of what you have just entered.

*Further Options* - You will then be given the option to return to the Home Page, or to select another gift (for example, after selecting "Sunday Offering" one may choose to go back to select "Christmas Offering.")

Thank you for your support of our parish community!

\* Current Gift Funds Available to select:

Sunday Offering, Almsgiving, Capital Improvement, Christmas Offering, New Year's, Easter, Ascension, Immaculate Conception, Assumption, All Saints and All Souls.