



## GETTING STARTED Giving Online

Go to [giving.parishsoft.com/stluke](http://giving.parishsoft.com/stluke) or go to the Parish Website: [stlukegvsu.org/about-us/contributions-online-giving/](http://stlukegvsu.org/about-us/contributions-online-giving/)

- *Would you like to give without setting up a donor account? Click “**Quick Give**”.*  
→ *No need to set up an account. Follow directions on how to.*
- *First Time Donor? Click “**First Time**” and setup your Donor Profile.*  
→ *Passwords must be at least 8 characters and contain a combination of letters and numbers.*  
→ *Remember these login credentials! You will need them to access your Donor Profile.*

## SETTING UP YOUR DONOR PROFILE:

For the following instructions you need to *log-in* to your Donor Profile make transactions.

### One Time Gift - Credit or Debit Cards:

- a. Select which fund you would like to donate to from the drop-down list.
- b. Enter your donation amount.
- c. Add your card information and billing details.
- d. Click “Submit” to process your donation.

### One Time Gift - eChecks:

- a. Select picture “Use Check” at the top right of your screen or under “Card Type” select ACH/eCheck from the drop-down menu
- b. Under “My Donation”  
→ Enter your donation amount  
→ Select the fund you would like to donate to from the drop-down list
- c. Enter “Account Type”, “Name of Bank” and “Name on the bank account”.
- d. Click “Authorize” to submit donation

### Automatic Recurring Donations - Credit or Debit Cards:

- a. Select “Scheduled Giving” on the left-hand navigation
- b. Select which fund you would like to donate to from the drop-down list
- c. Enter your donation amount
- d. Select the frequency, number of installment and start date
- e. Add your card information and billing details
- f. Click “Activate Schedule” to start your recurring donation schedule  
→ Click 'Click here' to add additional recurring donations.



## FIRST TIME USING TEXT GIVING:

1. Text **616-552-4727** your contribution amount, example: \$10
2. You will receive a text to a secure URL. Click on link.
3. Enter in your billing information.
4. Once you have registered, you will be brought to a new page saying:  
→ “*Successful Registration and Donation!*”
5. You will receive another text saying  
→ “*Your giving was successful. Thank you & God Bless.*”
6. Now you are registered to ‘Text Give’ anytime, anywhere.

## ONCE YOU ARE REGISTERED TEXT GIVING:

1. Text **616-552-4727** your contribution amount, example: \$10  
→ If you want contribution to go to a specific fund, text: i.e. \$10 food pantry.
  - \* Your donation will not go to any specific fund if you do not include it with donation
  - \* Text ‘funds’ to get a list of all funds you can contribute to.
2. After you hit send will receive the following text:  
→ Your giving was successful.  
Thank you & God Bless.

## TEXT GIVING HELP

- For a reminder on how to give via text. Text ‘**HELP**’
- To change credit card information
  - \* Text “**RESET.**”
  - \* You will receive a text saying:
    - ✓ ‘Saved card information successfully disabled for ‘Text Giving’  
‘Please register your card information again when making your next gift’.
    - ✓ FYI: your other information will still be there.

If you have any questions or issues, please contact the Parish Office. Thank you!