

## EZDONATING ONLINE GIVING

www.stmarktampa.org

Click on the link **Give Online**

Please watch the how to videos before getting started

Click on the link **Online Giving Help/Video Tutorials**

- 1.) How to Register Online Giving
- 2.) How to Create an Online Recurring Donation
- 3.) How to Update an Online Donation and Credit Card Info

After viewing videos click on one of two links **Change/Update Your Online Offertory OR Offertory – Sign Up- Credit or Debit**

### CREATE NEW USER ACCOUNT

1. Looking at the EZDONATING Page top far right of screen complete necessary information requested. Please be sure to write down login or user ID that is created.
2. Once the new account is created the donor will receive an email with a temporary password.
3. Donor should log into email account and open the email; carefully and write down the temporary password.
4. Return to the EZDonating Page and donor should log in using new user ID and temporary password. Once successfully in the system it will require the following:
  - 4.1) accept use of terms to use the site
  - 4.2) create a new permanent password
5. Initial setup is now complete and now donor should see the “Dashboard” or Welcome Center.

### EDIT USER PROFILE

This is where changes and editing may take place for the user

1. Name
2. Email
3. Mailing Address
4. Phone Number

### CREATE NEW DONATION

1. Select a fund (offertory, SVDP, APA, building, or holiday)
2. Select Recur or One time
  - 1.) If Select Recur choose **WEEKLY** or **MONTHLY**
  - 2.) Select weekly need to pick a day **SUNDAY** through **SATURDAY**
  - 3.) Select monthly need to pick day **1** to **31**
3. Initial Amount needs to be minimum of \$1; will be voided & not charged  
If greater than \$1 dollar it will not be voided and will be considered a donation in some cases donor will make monthly donation and want to give for current month and this can be done by putting monthly recur dollar amount in the initial amount box.
4. Recur Amount the donation you wish to give weekly or monthly based on earlier choice
5. Credit Card Number
6. Expire Date
7. CVV Code

## **EDIT RECUR DONATION**

### **DECLINING CREDIT/DEBIT CARDS**

1. Select Edit Recur Donation at Welcome Center
2. Click on icon for change card number and/or expire date
3. Check the box at top to confirm yes to change recur donation
4. Check the box at bottom if changing the card number and type number in box. Do not check box if simply updating expire date.
5. Submit Donation

### **CHANGE DOLLAR AMOUNT**

1. Select Edit Recur Donation at Welcome Center
2. Click on icon for change recur donation
3. Check the box at top to confirm yes to change recur donation
4. Change Recur Amount
5. Enter Credit Card Information
6. Change Recur

### **CANCEL RECUR DONATION**

1. Select Edit Recur Donation at Welcome Center
2. Click on the Icon for cancel recur donation
3. Check the box at top to confirm yes to cancel recur donation
4. Cancel Recur

## **FUND LIST**

This is where the donor can get a summary of donations.

1. Fund List Report
2. Fund Detail Report

## **DECLINED TRANSACTIONS**

This is where the donor can find all the declined transactions

1. All Decline Transaction Report

## **ALL TRANSACTIONS**

This is where donor can find all the transactions

1. All Transaction Report

## **CHANGE PASSWORD**

Donor at any time may change password

## **DONOR DOES NOT KNOW LOG IN INFORMATION**

1. Click **Forgot Password**
2. Fill in known information to confirm donor identity and it will send donor log in information in an email.