

Follow this PROCEDURE to sign up: (You must have an email account to sign up for Automatic Online Giving.)

- I. Go to the parish web site: www.stjohnthebaptistchico.org
- II. Click Online Giving **IS HERE** in the upper right side of the page.
- III. Click **Create a new Account** in the upper left side of the page.
- IV. This is where you will fill out your Personal information, Address Information, Log In Information, and email address. The log In Information requires you to type in a User ID (The User ID can be between 6 and 35 characters. Choose any letter or number. The User ID may also contain these special characters only: !@&*. Your Password can be between 6 and 16 characters and may contain letters, numbers and these special characters only: !@&*. When you are done, click **SUBMIT**.
- V. You will immediately receive an email confirming your registration, so go to your email account and open the confirmation email. The email will contain a link. Click the link and you will be taken to a new page. You will enter your User ID and the Password you created. Click **Manage My Account**. Then select **My Payment Method** where you will enter your banking account (checking, or savings, debit, or credit card information.)
- VI. Then go back to **Manage My Account** and click **Give a New Gift**. This is where you will choose the type of giving. Most people choose St. John's Offertory and/or Maintenance categories, but you can choose any category or multiple categories. You will have the opportunity to choose the starting date, the date of the month you want to give and the frequency. Then click **SUBMIT**.

CONGRATULATIONS and THANK YOU!

You will receive a reminder email several days before your gift is made each month or week. You will receive another email notification on the day that the donation is made.

Please keep your User ID and Password in a place where you can find it.

You can access your account any time through the parish website. You can make changes or cancel any time you wish.

If you change your credit card or bank account, we would greatly appreciate it if you would go to the **My Payment Method** page to change your payment information.