

# How to Sign-Up and Use Online-Giving for Church of St Anne

## Overview

First time users need to setup their profile on the online-giving website.

-Add your personal information, payment method (Visa, MasterCard, debit card, Check Card)

-Add your schedules

    Weekly donation (instead of weekly envelopes)

    Monthly donation (instead of monthly maintenance payments)

Ongoing, you can log back into your profile for one-time donations, holiday donations, etc.

Note: After first creating your profile and schedule, it may take a couple weeks for the donations to be deducted from your account. You should get an email confirmation each time a donation is made online.

# Online Giving Website

You can go directly to the online giving website by clicking the URL below:

<https://giving.ncsservices.org/dl/?uid=Chur325504>

The following is the Online-Giving page for St Anne.

**Church of Saint Anne**  
Garwood, NJ  
Founded 1926

Login to Online Giving! Secure Login

**First Time?**  
» New User Registration

**Quick Give**  
» No Login Required

**Scheduled Giving**  
» Automatic Recurring Donations

**My Account**  
» Personal Info & History

Existing users, please login below. If this is your first time donating online, please click the "First Time" link on your left.

User Email

Password [Forgot Password?](#)

Remember Me


First Time user - Click here to create your profile.

Go to next page for more details on first time setup.

# Signing up for the first time


## Create your profile

From the front page, click on the “First Time? New User Registration” Link (circled in red above)  
Enter the information as shown below, click “submit”.



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### Welcome to Online Giving

If this is your first time giving online, simply fill in your basic information below.  
Next time, you'll get to skip this step!

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First Name:

Last Name:

Address Line 1:

Address Line 2:

City, State / Zip:  , NJ ▾ /

Phone Number:


Email Address:

Password:

Confirm Password:

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Your email address will become your user name when you sign in.  
This email address will also receive confirmations.



## Set Up a Schedule

When you login, you will see the screen below.

Click on "Scheduled Giving" link (circled in red below)




The screenshot shows the Church of Saint Anne website interface. At the top, there is a header with the church's name and location: "Church of Saint Anne, Garwood, NJ, Founded 1926". Below the header, a navigation bar displays the user's name "Welcome Timothy and Kathleen Knowles" and a "Log Out" button with a lock icon. The main content area is divided into a left sidebar and a right main section. The sidebar contains three menu items: "Give Now" (with a sub-link "One Time Donations"), "Scheduled Giving" (with a sub-link "Automatic Recurring Donations" and circled in red), and "My Account" (with a sub-link "Personal Info & History"). The main section is titled "My Donation" and includes a "USE CHECK" button. Below this, there is a form for entering the donation amount (currently \$0) and the destination (currently "Offerings"), with a "+ Add Another Fund" link. The "Card Information" section contains fields for "Card Type" (set to "Debit Card"), "Card Number", "Card Expiration" (set to "1 / 2017"), and "Card Code", along with a "Save this Card" checkbox. The "Card Holder Information" section includes fields for "Name on Card", "Billing Address" (with a "(street address)" label), and "Zip Code". A "Submit" button is located at the bottom of the form. In the bottom right corner, there is a "PCI Level 1 - Security Certified Provider" logo.

See next page for details on schedule setup.

Set up a new schedule via the screen below


Fill out the form. Weekly donations are the "Offerings" fund. Monthly Maintenance donations are the "Maintenance and Repairs" fund. Other funds can be set-up as an annual schedule or you can log-back in and donate at that time.

Click on "Activate Schedule" when done.



# Church of Saint Anne

Garwood, NJ  
Founded 1926

Timothy and Kathleen Knowles Log Out 

**Give Now**  
» One Time Donations

**Scheduled Giving**  
» Automatic Recurring Donations

**My Account**  
» Personal Info & History

[Schedule 1](#) [Schedule 2](#)

### My Scheduled Giving - New Schedule

Choose a Fund:

Frequency:

Amount:

Start Date:

### Card Information

Card Type:

Card Number:

Card Expiration:  /  (month / year)

### Card Holder Information

Name on Card:

Street Address:

Zip Code:

[Activate Schedule](#) 