How to make an online gift to St. Paul’s through our secure server:

1. Please follow instructions on how to create a login to My St. Paul’s.

2. Once logged in to your My St. Paul’s account, click on ‘Giving’ in the red tool bar at the top of the page and then choose ‘Give Now’. You can also click the blue ‘Give Now’ button at the bottom.

3. Choose either ‘One time’ or ‘Recurring’ gift.

For a one-time gift:
   a. Enter the amount you would like to give, then make sure the ‘One time’ option is checked, choose the date you would like the gift made, and then press ‘Continue’.
   b. Choose which fund(s) to receive your gift and enter your gift amount. You can make gifts to multiple funds at one time. Make sure the gift total matches the gift amount on the previous page.
   c. An optional memo line is provided in the case of a Memorial, Flower, or Blessings Fund gift.
   d. Press ‘Continue’.

For a recurring gift:
   a. Enter the amount you would like to give per occurrence and then check ‘Recurring’. Choose the ‘Recurrence Pattern’ of your gift (weekly, monthly, etc.). In other words, if you would like to gift $100 per month, please enter $100 under gift amount and then choose ‘monthly’. (The church would prefer a monthly gift to a weekly gift because of the charges we incur.) Press ‘Continue’.
   b. Choose which fund(s) to receive your gift. If you make recurring gifts to more than one fund, make sure that the total of the recurring gift amount matches the gift total on the previous page. Press ‘Continue’.

4. If you have not made a gift before, click on ‘Add New Payment Method’.

5. Your name and contact information will be auto-filled with the information in our database. Please confirm that it is correct and then choose payment type: Visa, MasterCard, Discover or a bank account debit. You will then be prompted to enter your account information. Press ‘Submit Changes’.

6. Confirm that the information is correct. If you would like to have your credit card or bank account information saved for future gifts, please check the box to save for future use.

7. Finally, press ‘Process Gift’. You will receive a gift confirmation via email.

If at any time you do not see the ‘Continue’ button at the bottom of the page, you need to go back and make sure you have entered all of the information correctly and that the gift amounts are correct. If you have any questions, please call Pam O’Halloran at 216-932-5815 Ext.208.