

Donating Through the St Paul's Web Site – A Guide

www.stpaulsalmonte.ca

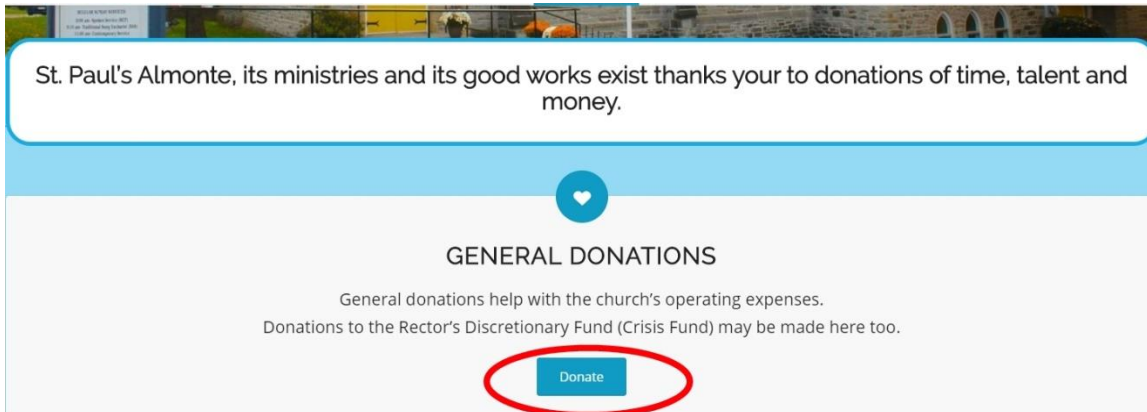
You can use the secure form on the St Paul's Almonte web site to make many different types of donation, by credit card or by bank withdrawal; either as a single donation or as a regular repeating donation.

These instructions assume a single payment. Recurring payments work the same way – just click on the “Recurring” radio button when you get to that stage in the instructions.

1. Click on the blue “DONATE NOW” button on the top right of the Home Page.
You arrive at the main “Donations” page.



2. In the “General Donations” section, click on the blue “Donate” button.
You arrive at the online form for donations to St. Paul's.



3. In the green “General Donations” section, click in one of the 2 gray squares - EITHER “General Donations” or “Rector's Discretionary Fund” (aka the Crisis Fund).
You will note that the default is “General Donations”.
4. In the gray box on the right of the “General Donations” selection, type the amount that you wish to donate.
You will see that the amount you typed in the gray box appears in green on the right of this section of the form.

5. In the next section on this same page, “Payment Information”, you will input your personal information.
 - “Title” box requires you to select from a drop-down list (Mr., Mrs., Ms., etc.)
 - Leave “Company Name” blank.
 - The “Postal Code” box must NOT contain a space.
 - Your email address is required twice to confirm it.
6. Complete the Payment information:

Payment Information

Bold field is required input

<p>Title</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Mr.</div> <p>Last Name</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Doe</div> <p>Address</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">100 Seton Terrace</div> <p>City</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Almonte</div> <p>Province</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Ontario</div> <p>Phone</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">6132561771</div> <p>Re-enter Email</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">john.doe@gmail.com</div>	<p>First Name</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">John</div> <p>Company Name</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%; height: 20px;"></div> <p>Country</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Canada</div> <p>Postal Code</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">K0A1A0</div> <p>Email</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">john.doe@gmail.com</div>
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- Click on EITHER “One Time” (to make a once-off payment) or “Recurring” (to set up regular payments)
- Click on EITHER “Credit Card” or “Bank Withdrawal”

<input checked="" type="radio"/> One Time	<input type="radio"/> Recurring
<input checked="" type="radio"/> Credit Card	<input type="radio"/> Bank Withdrawal

For Payment by Credit Card:

Card Number

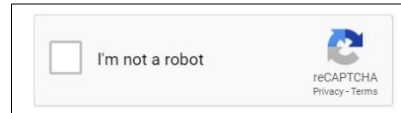
Expiry

1	2020
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CVV2

- Input your card number
- “Expiry” is a drop-down list with numbers from 1-12. Select the month in which your card expires.
- Click in the next box to select the year in which your card expires.
- Input the 3-digit number from the back of your card in the “CVV2” box.

- Click in the box to confirm you are not a robot.
- Press the green “Process” button



For Payment by Bank Withdrawal

- Transit No. (usually 5 digits), Bank No. (usually 3 digits), and Account No. (number of digits varies).
- These can be found at the bottom of a personal cheque starting with the Cheque No. (usually 3 digits) followed by the Transit No., Bank No., and lastly the Account No.
- If you do not use cheques, you will probably find this information in your online banking. If not, call your bank.
- Note that the account number must be entered twice, to confirm.
- The “Account Type” is a dropdown selection - either “Checking” (chequing) or “Savings”
- Click in the box to confirm you are not a robot. (as above)
- Press the green “Process” button. (as above)

Confirmation of Donation

When the “Process” button is pressed, the transaction will take place.

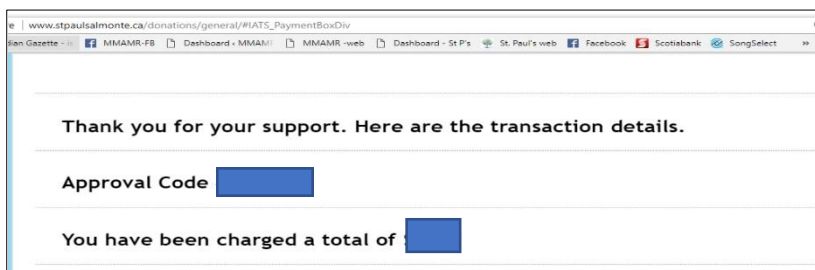
You will receive

EITHER

- an error message if some part of the form has been incorrectly filled in or have been left blank when the confirmation process expected content. Review your form and make any changes needed and re-submit.

OR

- A confirmation message like this:



You will also receive an **email confirmation**.

If you don't see it in your InBox, check your email Spam or Junk Mail as your email client may not recognise this message as being something you want to see.