

To begin using Parish Pay:

1. Copy and paste the link at the end of this sentence and begin to set up your own account - <https://www.parishpay.com/nonprofit/login.html?error=true> or go to Parish Pay and look up St. Michael Church, Netcong. (Once you set up your account and put in your information – either credit card/debit card or checking account – *you will NOT NEED TO INPUT THAT INFORMATION AGAIN* unless you want to change it!!!!!!!).
2. Go to **PAYMENT ACCOUNTS** and input your information here for where you want the donations to come from (credit/debit card or checking account).
3. Once you set up your account, you will want to set up all your donations. Click on the DONATIONS tab on the right side of the screen. To set up your Sunday (regular) collection, click on make a **NEW DONATION** on the right hand side of the screen. When you get to the new screen, the Sunday donation is listed on the left side as REGULAR OFFERTORY. This is the one you want and once you choose your amount, you can then choose WEEKLY, monthly or annual donations. **BE SURE TO CLICK ADD GIFT** and it will appear in your basket. Parish Pay will send you an email BEFORE it comes out each time.
4. Parish Repair and Renovations should be set up next as it is a recurring donation. Go under **SECONDARY COLLECTIONS** and find Parish Repair and Renovations (it is in alphabetical order). When you click on it, you can choose one time, monthly or annual. PLEASE choose MONTHLY and the date each month you would like for it to come out of your account. You can choose weekly as well or annually. **BE SURE TO CLICK ADD**

GIFT and it will appear in your basket. Parish Pay will send you an email **BEFORE** it comes out each time.

5. Then you can set up **ALL the secondary collections FOR THE YEAR!** Click on each one and you need only choose what day of that month (for the period it is being collected) for it to come out of your account. (These are automatically one time donations). **BE SURE TO CLICK ADD GIFT FOR EACH SECONDARY COLLECTION** and it will appear in your basket. Parish Pay will send you a reminder **BEFORE** it comes out so you know that it is going to be taken. The date that the special collection will be collected at Mass is on there so you will know when to bring in your slip, if you'd like to put it in the basket.
6. When you are done setting up all your donations, click the **CONTINUE** button on the upper right side where your basket is. This will show you all the donations you have set up and you will have to hit **CONTINUE** to confirm your donation. You will receive confirmation emails **PLUS** you can check it at any time in your account once you log in.
7. To see the donations you have set up, click on the **HOME** tab up top of the page and then click the **DONATIONS** tab on the left side and you can easily see which you have set up, what amount you donated and when they will be taken out.
8. For any issues, please contact Parish Pay at 1-866-727-4741. Since we no longer have access to your account, we are unable to assist further than these directions. Parish Pay has been great about answering any of our questions and their number and information (and a link) will be on our DONATE page on our website as of April 1st.