

## E-Giving Instructions

Please visit <https://giving.ncsservices.org/dl/?uid=ncs-3464>

You will see the following login screen. Please refer to the sections in the document below for help with the three most common types of accounts or payments: **RETURNING USERS**, **NEW USERS** or **ONE-TIME PAYMENTS**



**NEW USERS** - please click the FIRST TIME Button to register an account. You **MUST** have an account in order to set up recurring payments. Fill in the information fields with your name, address, phone number, and e-mail. If you do not know your envelope number for the parish, or do not receive envelopes from St. Emily's, please leave that field blank.

Once your account is set up, please follow the instructions in the **RETURNING USERS** section to set up payments.

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!

First Name:

Last Name:

Address Line 1:

Address Line 2:

City, State / Zip:  IL

Phone Number:

Email Address:

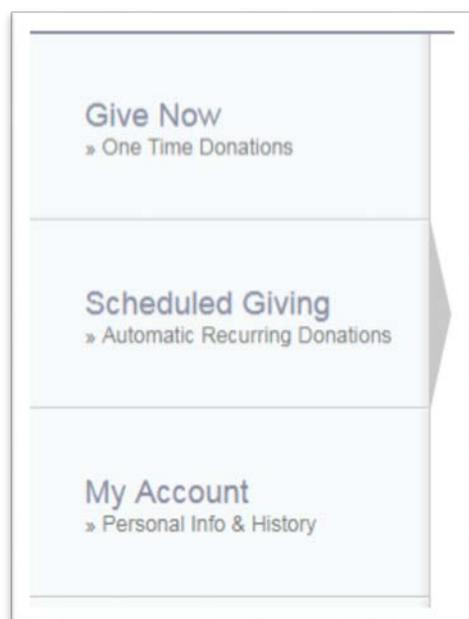
Password:

Confirm Password:

Envelope Number: (If Known)

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

**RETURNING USERS** can simply login with the e-mail address and password you provided when they registered. If you have forgotten your password, click for the 'Forgot Password?' link for help.



You have options on the left side of the window to make one-time payments, scheduled payments or to view your account information. Please select the type of payment you want to make, and fill in all information fields. Please select the Fund you wish to pay towards (RE Tuition, Sacramental Fees, etc.), and be sure to select the fund with the current school year. Fill out the remaining fields as you would for any other online payment.

**PLEASE NOTE:** There is currently no way to set an 'end date' for recurring payments, so PLEASE remember to delete your payment schedule (through the My Account option) when you have finished making payments. Recurring payments can be scheduled weekly, bi-weekly, twice a month, or monthly, but each payment must be an equal amount.

All payment schedules must be set up by June 1<sup>st</sup> in order to receive the Early Bird rate. (New families to the program do not have a deadline.) All payments should be scheduled to **finish before April 30, 2018.**

**ONE-TIME PAYMENTS ONLY** - If you wish to pay your tuition or sacrament fee in full, or would rather manually make payments when you are able to, you can use the **QUICK GIVE** button. Please select the Fund you wish to pay towards (RE Tuition, Sacramental Fees, etc.) Be sure to select the fund with the current school year. Fill out the remaining fields as you would for any other online payment.

If you have any problems using the e-giving website, or have any questions, please contact David Mika in the Religious Education office – [dmika@stemily.org](mailto:dmika@stemily.org) or call 847-299-5865.