



ONLINE GIVING INSTRUCTIONS

General Instructions

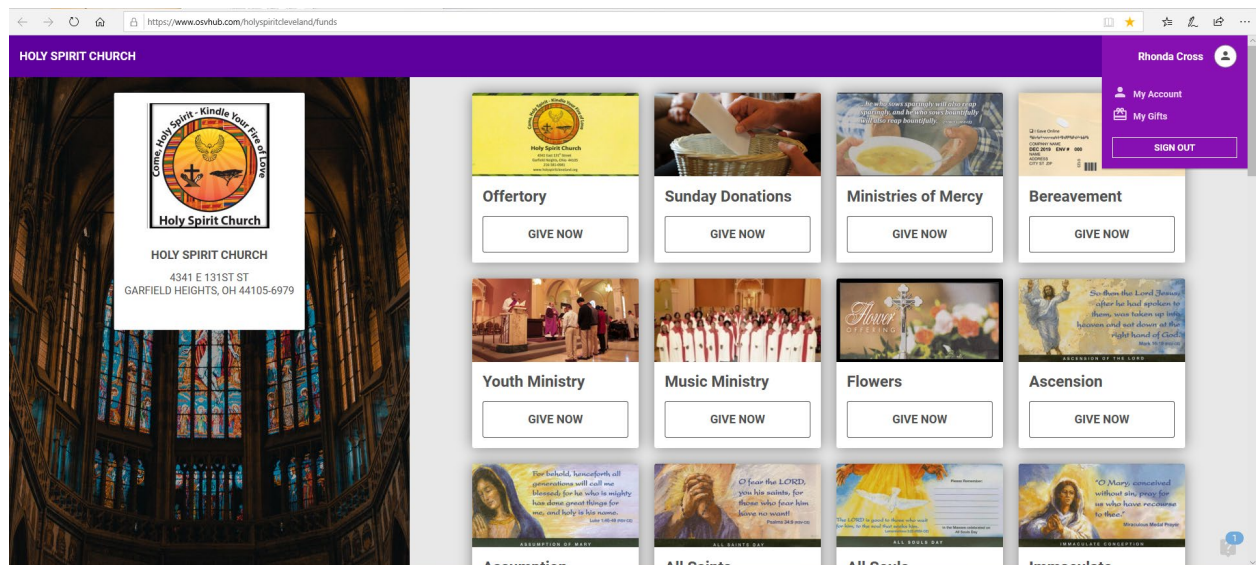
- To access the website, please use the web browser Google Chrome and not Internet Explorer or Microsoft Edge.
- You need an email address to participate in the Online Giving program.
- If you do not have an email address, one can be created through a website such as "Gmail" or "Yahoo", for purposes of Online Giving contributions only. There are no fees associated with setting up your email. Contact Rhonda Cross Mangham in the church office if you need assistance setting up a new email address.

Steps

1. Go to the Holy Spirit Church website, <http://www.holyspiritcleveland.org/> and click on the Online Giving logo.



2. Select the desired fund by clicking on "Give Now".



3. The “Configure Gift” screen will appear.

- Type in the amount.
- Click on the dropdown arrow for each field below and choose selection
 - *gift type - recurring or one time*
 - *frequency (for recurring only) - weekly, bi-weekly, monthly or yearly*
 - *start date - when you would like the fund contribution to begin - (use calendar icon to select date)*

The screenshot shows a web browser window with the URL osvhub.com/holyspiritcleveland/funds. The page header for 'HOLY SPIRIT CHURCH' is visible, along with a 'SIGN IN' link. A modal titled 'Configure Gift' is open, featuring a close button (X) in the top right corner. The form contains three input fields: 'Gift Amount' with a dollar sign and the value '1', 'Gift Type' with a dropdown menu currently set to 'One Time', and 'Date' with the value '02/29/2020' and a calendar icon. At the bottom of the modal are two buttons: 'CANCEL' and 'CONTINUE'. The background of the page shows sections for 'Bereavement', 'Youth Ministry', and 'Music Ministry', each with a 'GIVE NOW' button.

4. Select “Continue” and one of the “Your Information” screens shown in Steps 7 or 8 will appear. Complete all required fields below by typing in your:

- Email Address
- First and Last Name
- Phone Number


5. Complete the following fields on the “Your Information” screen below by clicking on the dropdown arrows for:

- Payment Type - select Bank Account or Credit Card
- For Bank Accounts - select Saving or Checking; type in the Routing Number (*checking only*) and Account Number
- For Credit Card - type in: Card Number, Expiration Month and Expiration Year
- Address - type your billing address associated with the payment account

6. If you select the date you enrolled as the date of your transaction, then the screen shown in Step 7 below will appear.
7. Click on “Save Your Information” for future contributions. If you do not select “Save Your Information”, then you will have to re-enter all of the information for future contributions and you will be submitting your gift as a “Guest”. Click “Submit Your Gift” to complete your transaction.

← → ↻ 🏠 | https://www.osvhub.com/holyspiritcleveland/funds/sunday-donations/give

HOLY SPIRIT CHURCH SIGN IN



HOLY SPIRIT CHURCH
4341 E 131ST ST
GARFIELD HEIGHTS, OH 44105-6979

Your Information

Email

First Name Last Name

Phone (optional)

Payment Information

Payment Type Bank Account Type

Routing Number Account Number

Payment Method Address

Address 1 Address 2

City State Zip

☐ Save My Payment Information ⓘ

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Sunday Donations **\$1.00**

One Time [Edit](#) [Delete](#)


Date: 02/04/2020

Total: \$1.00

8. If you select a future date for a one-time contribution, or you select a recurring contribution, then your information will automatically be saved, and the screen below will appear. Click “Submit Your Gift” to complete your transaction.

← → ↻ 🏠 | https://www.osvhub.com/holyspiritcleveland/funds/offertory/give

HOLY SPIRIT CHURCH SIGN IN



HOLY SPIRIT CHURCH
4341 E 131ST ST
GARFIELD HEIGHTS, OH 44105-6979

Your Information

Email

First Name Last Name

Phone (optional)

Payment Information

Payment Type Bank Account Type

Routing Number Account Number

Payment Method Address

Address 1 Address 2

City State Zip

New Password

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

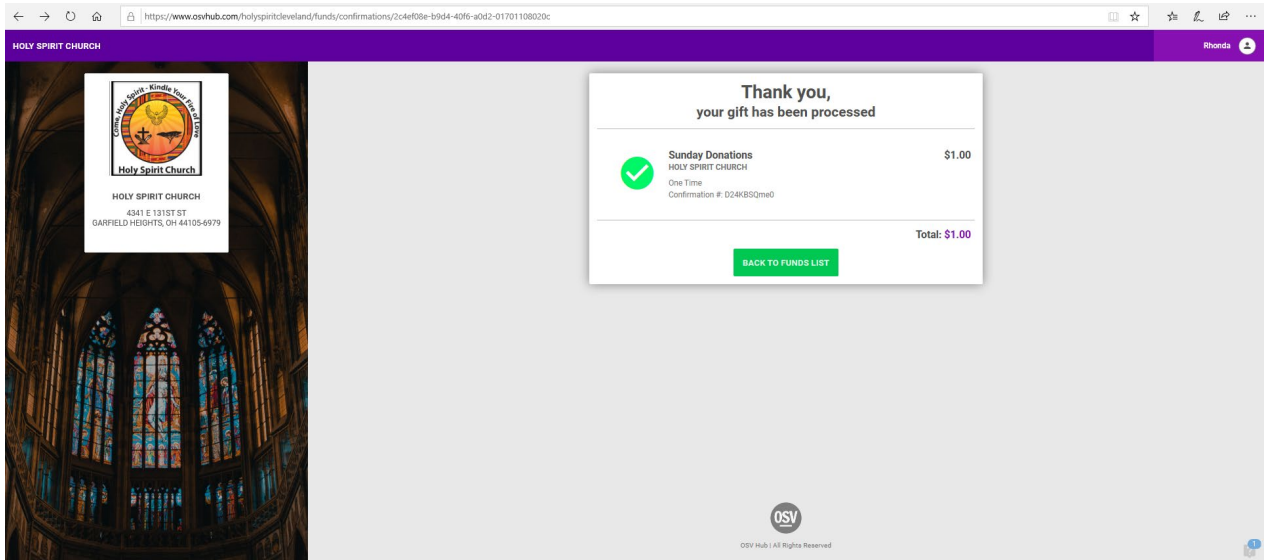
Offertory **\$1.00**

One Time [Edit](#) [Delete](#)

Scheduled: 02/26/2020

Total: \$1.00

9. Once you have entered all payment information click on “Submit Gift” and the screen below will appear thanking you for your contribution. The screen will indicate it has “been processed” if it was the same day, otherwise, it will indicate it has “been scheduled”. You will also receive an email with the same information. The screen will prompt you to go back to the funds list to make additional contributions.



10. If you wish to edit the contribution once you click on “Complete”, you will need to contact the Site Administrator, Rhonda Cross Mangham at 216-581-0981 to cancel the contribution. If you have additional questions regarding the Online Giving program, please contact Mrs. Cross Mangham. Mrs. Cross Mangham, along with Mr. Gerald Arnold our Business Manager will be available after the Masses on an upcoming weekend for assistance.
11. Once you sign out of the website, for future contributions, access the Online Giving website and click on “Sign-In” in the upper right-hand corner of the home screen. Then enter your username and password.