

J.S. PALUCH COMPANY, INC.

# **Parishioner Guide to Using e-Contributions**

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## Access e-Contributions

Enter the logon username and password



*Membership Login*

Please enter your Username and Password.

Forgot your Password? Click [here](#).

Username:

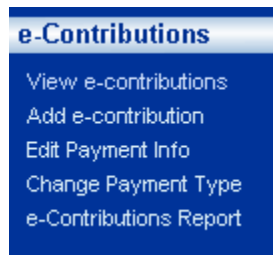
Password:

Go to the e-Contributions section and click an e-Contributions link



e-CONTRIBUTIONS	REPORTS
<ul style="list-style-type: none"><li>» View your e-contributions subscriptions</li><li>» Add e-contribution subscription</li><li>» Edit Payment Info</li><li>» Change Payment Type</li></ul>	<ul style="list-style-type: none"><li>» Print a report of your e-contributions</li></ul>

After clicking a link on the main screen the following e-Contributions options will be available on the left menu bar



- e-Contributions**
- View e-contributions
- Add e-contribution
- Edit Payment Info
- Change Payment Type
- e-Contributions Report

## View e-Contributions

The View e-Contributions option allows you to view a list of your e-Contributions. The fund name, payment frequency, process frequency, amount, start date, next transaction date, end date, and status will be listed.

Fund Name	Frequency	Proc Frequency	Amount	Start Date	Next Trans Date	End Date	Status
Sunday Offering	Monthly	1st day	\$ 100	9/15/2005	10/1/2005	9/15/2008	Active

[Edit](#) [Cancel](#)

Click the Edit button to update your e-Contributions fund information or click the cancel button to cancel your e-Contributions to the selected fund.

**Fund Name:** Sunday Offering

**Envelope:**  Enter NA if you don't have envelop number available.

**Frequency:**

**Payment Frequency:** 1st day

**Amount: \$**

**Start Date:** 9/15/2005

**Next Trans Date:** 10/1/2005

**End Date:**

Yes, please send me weekly reminders notifying me when I will be billed for my e-contributions.

[Update](#)

## Add e-Contributions

Use the Add e-Contributions option to setup contributions to another fund. When you click the add e-Contributions link the following screen will appear:

## *How e-Contributions are Processed*

**Please read before continuing**

**When collections take effect:** Any new funds subscribed to or any changes to existing subscriptions do not go into effect until the first day of the following month. Therefore, you should continue making contributions to your parish using envelopes (or in the manner you are currently using) until the first of the month following your subscription to e-Contributions. The exception is if you choose weekly contributions with the e-mail reminder.

**How weekly collections are calculated:** All weekly contributions are calculated for an entire calendar month. The amount is automatically charged to your credit card or deducted from your checking account on the monthly processing date (usually the first week of the month). Only one charge appears on your credit card or bank statement.

For example, if you select a fund with a weekly frequency and a start date of June 10, 2005, the collection starts the first day of the following month (July 1, 2005). You see one charge on your bank or credit card statement for the total of all weeks in the month (the number of weeks is the number of Sundays in the month).

**Weekly contribution with weekly email reminder:** If you have chosen the weekly frequency with the weekly e-mail reminder option, you receive a weekly e-mail reminding you that your contribution is to be processed. To approve the amount you subscribed for, you do not have to do anything. You have the option to click on an envelope icon to change the dollar amount, payment information or payment method of your subscription.

If you choose to subscribe to weekly contributions with weekly reminders, the total of all the weeks are charged to your account at the 1st or the 16th business day of the following month. For example, if your weekly contribution is \$20.00 and there are four Sundays in the month, your total charge is \$80.00.

**Weekly on Monday contribution with weekly email reminder:**

Weekly on Monday contribution with weekly email reminder is same as weekly contribution except the processing date, in this case the contribution will be charged on every Monday of the month.

**Cancellation of e-Contributions:** e-Contributions subscriptions are processed at the beginning of the month. Therefore, any subscriptions must be cancelled prior to the first of a month to avoid the next scheduled transaction. This does not apply to weekly contributions with the e-mail reminder option, which are processed at the 1st or 16th business day of the following month.

[Back](#)

[Continue](#)

After reading the How e-Contributions are Processed information, click the Continue button to add a new e-Contribution or click the Back button to return to the menu screen. After clicking the Continue button, the fund selection screen displayed below will appear.

## *Fund Selection*

### Select from the List of Available Funds

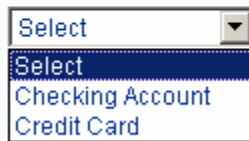
	Number	Name	Start Date	End Date	Description
<input type="button" value="Select"/>	300	Special Collection	8/1/2005		Holy Days
<input type="button" value="Select"/>	100	Sunday Collection	1/1/2005		
<input type="button" value="Select"/>	200	Building Fund	1/1/2005		Building Fund

Click the Select button next to the available fund you would like to add.

Next select a payment type either checking account or credit card.

## *Select Payment*

Please select the payment type from the drop down menu below:



A dropdown menu with a blue border. The current selection is 'Select'. The dropdown list is open, showing three options: 'Select', 'Checking Account', and 'Credit Card'. The 'Select' option is highlighted in blue.

The Parishioner's Authorization screen will appear for the checking account or credit card account. Click the I Accept or I do not Accept button.

## *Parishioner's Authorization*

### Credit Card Billing Authorization

I (We) hereby authorize the J.S. Paluch Co., Inc ("Company") to bill the credit card(s) listed below according to the specifications selected. This authorization remains in effect until Company receives written notification from cardholder to terminate this authorization or until Company no longer provides the service being billed.



Two blue buttons with white text. The first button says 'I Accept' and the second button says 'I do not Accept'.

## How to Use e-Contributions

After clicking the I Accept button you will be prompted to select the processing option. The following screen will appear:

*Fill in the information for the fund selected*

<input checked="" type="radio"/> <b>Processed on 1st Day of the Month</b>	
<input type="radio"/> One Time	1st day of the following month
<input type="radio"/> Weekly	1st day of each month (Based on number of Sundays in each month.)
<input checked="" type="radio"/> Monthly	1st day of each month
<input type="radio"/> Quarterly	1st day of every 3rd month
<input type="radio"/> Semi-Annually	1st day of every 6th month
<input type="radio"/> Annually	1st day of every 12th month
<input type="radio"/> <b>Processed on the 16th Day of the Month</b>	
<input type="radio"/> One Time	16th day of the month
<input type="radio"/> Weekly	16th day of each month (Based on number of Sundays in each month.)
<input type="radio"/> Monthly	16th day of each month
<input type="radio"/> Bi-Monthly	1st AND 16th day of each month
<input type="radio"/> Quarterly	16th day of every 3rd month
<input type="radio"/> Semi-Annually	16th day of every 6th month
<input type="radio"/> Annually	16th day of every 12th month
<input type="radio"/> <b>Processed on Mondays</b>	
<input type="radio"/> One Time	Selected Monday or Following Monday from start date
<input type="radio"/> Weekly	Each Monday
<input type="radio"/> Quarterly	Every 13th Monday from start date
<input type="radio"/> Semi-Annually	Every 26th Monday from start date
<input type="radio"/> Annually	Every 52nd Monday from start date
<input type="button" value="Submit"/>	

Select the appropriate processing option. A detailed description of each processing option is listed on the following pages.

### Processed on 1<sup>st</sup> day of the Month

The Processed on 1<sup>st</sup> day of the month frequency processes transactions once a month on the first business day of the month. This option allows the church to receive the e-Contribution deposit on the first business day of the month. Select this option if you would like to have your contributions processed on the 1<sup>st</sup> business day of the month. You can select the following frequencies: one time, weekly, monthly, quarterly, semi-annually, and annually. If you sign up on 8/23/2005 and select a start date of 9/1/2005 - your first transaction will be processed on 9/1/2005. If you sign up on 8/23/2005 and select a start date of 9/4/2005 - your first transaction will be processed on 10/1/2005 because the September transactions were already processed on 9/1/2005.

<b>Frequency</b>	<b>Processed on 1<sup>st</sup> day of the Month</b>
One Time	Transactions will be processed one time on the 1 <sup>st</sup> business day of the following month, based on the start date you select.
Weekly	Transactions will be processed on the 1 <sup>st</sup> business day of the month for each Sunday in the month, based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Monthly	Transactions will be processed on the 1 <sup>st</sup> business day of the month based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Quarterly	Transactions will be processed on the 1 <sup>st</sup> business day of the month based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process on the 1 <sup>st</sup> business day of every 3 <sup>rd</sup> month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Semi-Annually	Transactions will be processed on the 1 <sup>st</sup> business day of the month based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process on the 1 <sup>st</sup> business day of every 6 <sup>th</sup> month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Annually	Transactions will be processed on the 1 <sup>st</sup> business day of the month based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process on the 1 <sup>st</sup> business day of every 12 <sup>th</sup> month. Transactions will stop processing based on the end date you select or when you cancel the contribution.

### Processed on the 16<sup>th</sup> Day of the Month

The Processed on 16<sup>th</sup> day of the month frequency processes transactions on the 16<sup>th</sup> day of the month. If the 16<sup>th</sup> day of the month is not a business day, the transactions will be processed on the next business day after the 16<sup>th</sup>. This option allows the church to receive the e-Contributions deposit on the 16<sup>th</sup> business day of the month. Select this option if you would like to have your contributions processed on the 16<sup>th</sup> business day of the month. You can select the following frequencies: one time, weekly, monthly, bi-monthly,

## How to Use e-Contributions

quarterly, semi-annually, and annually. If you sign up on 8/14/2005 and select a start date of 9/16/2005 - your first transaction will be processed on 9/16/2005. If you sign up on 8/14/2005 and select a start date of 8/14/2005 - your first transaction will be processed on 8/16/2005.

<b>Frequency</b>	<b>Processed on 16<sup>th</sup> day of the Month</b>
One Time	Transactions will be processed one time on the 16 <sup>th</sup> business day of the following month, based on the start date you select.
Weekly	Transactions will be processed on the 16 <sup>th</sup> business day of the month for each Sunday in the month, based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Monthly	Transactions will be processed on the 16 <sup>th</sup> business day of the month based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Bi-Monthly	Transactions will be processed on the 1 <sup>st</sup> and the 16 <sup>th</sup> business day of each month based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Quarterly	Transactions will be processed on the 16 <sup>th</sup> business day of the month based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process on the 16 <sup>th</sup> business day of every 3 <sup>rd</sup> month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Semi-Annually	Transactions will be processed on the 16 <sup>th</sup> business day of the month based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process on the 16 <sup>th</sup> business day of every 6 <sup>th</sup> month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Annually	Transactions will be processed on the 16 <sup>th</sup> business day of the month based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process on the 16 <sup>th</sup> business day of every 12 <sup>th</sup> month. Transactions will stop processing based on the end date you select or when you cancel the contribution.

### **Processed on Mondays**

The Processed on Mondays frequency processes transactions on Mondays. If the Monday is not a business day, the transactions will be processed on the next business day after the Monday. This option allows the church to receive the e-Contribution deposit every Monday. Select this option if you would like to have your contributions processed on each Monday. You can select the following frequencies: one time, weekly, quarterly, semi-annually, and annually. If you sign up on 8/23/2005 and select a start date of 9/1/2005 - your first transaction will be processed on 9/5/2005 the following Monday. If you sign up on 8/23/2005 and select a start date of 8/23/2005 - your first transaction will be processed on 8/29/2005 the following Monday.

<b>Frequency</b>	<b>Processed on Mondays</b>
One Time	Transactions will be processed one time on the selected Monday or on the following Monday, based on the start date you select.
Weekly	Transactions will be processed every Monday, based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Quarterly	Transactions will be processed on the 1 <sup>st</sup> Monday based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process every 13 <sup>th</sup> Monday from the start date. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Semi-Annually	Transactions will be processed on the 1 <sup>st</sup> Monday based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process every 26 <sup>th</sup> Monday from the start date. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Annually	Transactions will be processed on the 1 <sup>st</sup> Monday based on the start date you select. After the 1 <sup>st</sup> transaction is processed, the transaction will process every 52 <sup>nd</sup> Monday from the start date. Transactions will stop processing based on the end date you select or when you cancel the contribution.

After you select the processing option, enter the information for the fund selected.

## **Edit Payment Info**

The Edit Payment Info option is used to add new or update payment information. When you click the edit payment info link you can view a list of your payment information's fund name, frequency, amount, and payment type. Click the Edit button to view additional payment information. If you want to update current payment information click the Update button. If you want to add new payment information click the Add New button.

## **Change Payment Type**

The Change Payment type option is used when you need to change your payment type to checking account or to credit card. When you click the change payment type link you can view a list of your payment information's fund name, frequency, amount, and payment type. Click the Edit button to select a different payment method and enter the correct payment information.

## **e-Contributions Report**

The e-Contributions Report option is used to view your e-Contribution transaction information. You can run the report of transactions processed by credit card(s) or bank account(s). The e-Contributions report can be run by date or by fund. You can run the

## How to Use e-Contributions

report for a selected parish. The fund(s) can be selected when running the report. When running the report you can select the date range to include in the report.