

Parishioner Setup Using e-Paluch.com

How to Setup an e-Contributions Parishioner Account

Open up your Internet Explorer and type in www.e-paluch.com

Step 1: Select "Parishioner Sign-Up"

Step 2: Enter your user name and password and then click "Continue"



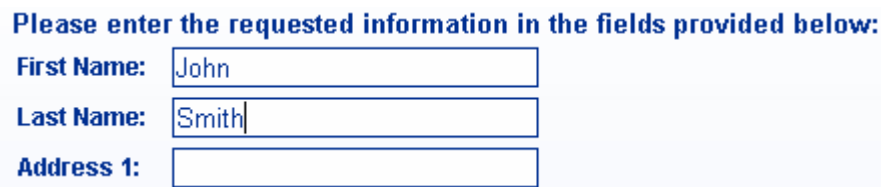
Username (8-30 characters):
JohnSmith3708

Password (8-30 characters):
••••••••

Confirm Password (8-30 characters):
••••••••

Continue

Step 3: Enter all of your personal information as listed on the page, then click "Continue"



Please enter the requested information in the fields provided below:

First Name: John

Last Name: Smith

Address 1:

Step 4: Select Your State

Step 5: Select Your Church and then click "Continue"

Step 6: Confirm your parish selection and then click "Continue"

Step 7: Select e-Contributions and then click "Continue"

Step 8: Select the fund(s) you would like to contribute to (see example below)

Select from the List of Available Funds

	Number	Name	Start Date	End Date	Description
Select	101	Sunday Offering	9/1/2006		Weekly Offering
Select	300	Maintenance	9/1/2006	9/1/2010	Roof Fund

Step 9: Select your payment method (Checking Account or Credit Card)

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Step 10: Review the authorization page. To continue, select "I Accept"

Step 11: Select a processing frequency and then click "Continue"

Fill in the information for the fund selected

<input checked="" type="radio"/> Processed on 1st Day of the Month	
<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"/> Semiannually	1st day of every 6th month
<input type="radio"/> Annually	1st day of every 12th month

Step 12: Enter the payment information and then click "Submit"

Bridging Parishioners and Parishes

Fill in the information for the fund selected

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

Amount: \$.00

Frequency: Monthly

Payment Frequency: 1st day
[If you selected One Time frequency you do not need to select End Date]

Start Date:

End Date:

Credit card information (as appears on card)

Type:

Number:

Expiration Date: /

Card Code: What is card code?

Name:

Mailing Address:

City:

State:

Zip:

Yes, please send me weekly reminders to approve my contribution
(This option is available for Weekly frequency only)

Step 13: At this point, you may select another Fund or continue by selecting "No"

Step 14: Verify your information and select "Continue" if all information is accurate

Registration

Your Registration is Complete!

Thank you!