

Online Giving Step by Step Instructions

1. Follow the Online Giving link on **paxchristichurch.org**

2. Create New Account

User ID (Your choice)

- must be between 6 and 35 characters
- may contain alphabetic or number characters
- may contain these special characters (!@&*.)

Password (Your choice)

- must be between 8 and 16 characters
- may contain alphabetic or number characters
- may contain these special characters (!@&*.)

Complete the Personal Information

- Name
- Email
- Address

Enter the Code at the Bottom (So they know you are not a robot.)

SUBMIT

3. You will receive an email from Pax Christi Church. Follow the link to confirm your account. Now, you can log in to your account.

4. Set up My Payment Methods

- My Credit Card

Ignore the yellow banner Row with card expired / expiring within the next 3 months

Click here to add a credit card

- Card Alias is a personal name you give your credit card (examples: Pax donation, Double Miles, American Express card, etc.) It is NOT a password.
- Enter your card number and expiration date
- My Bank Accounts tab - for a donation directly out of your bank account
 - Bank Alias is a personal name you give your account (examples: Pax donation, I love my parish!, God is good) It is NOT A password.
 - Choose type of account (checking or saving)
 - Enter account number & Routing number (see picture at the bottom of the page)

5. Now you can Give a New Gift

- For each type of gift option there is either a recurring or one-time option.
- You may change at any time.

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