

Online Giving and Faith Formation Payment Step by Step Instructions

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

2. **Create New Account - Parishioners**

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



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.

Pax Christi Catholic Church

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If you are a
non-parishioner
choose
“Quick Give”

You will not need to set
up an account.