



Catholic Church of the Most Blessed Sacrament

New Online Giving Option

Notes

Dear Most Blessed Sacrament Parish Family,

I am pleased to announce a new online giving option for our parish. This option is now available and you can register for this service by visiting our website at www.MBSChurch.com and using our Stewardship Tab.

Our reasons for providing this service are twofold:

First, many of our parishioners have been asking for this type of giving choice to help them better manage their personal finances. Choices include a weekly or monthly recurring Offertory donation or a one-time second collection donation. Second, the Parish Finance Council and I are confident that online giving can have a positive effect on future financial planning and budgeting for Most Blessed Sacrament Parish. I encourage you to consider using online giving for your regular Offertory Donations and for second collections to the parish.

While I hope that most of our community tries and uses online giving, we will continue the traditional ways of giving for parishioners that prefer those methods. If you choose to use online giving but would still like to put something into the collection basket at weekly Mass, you can write an "E" on your regular envelope to verify that you have already given electronically. Please be assured that your electronic donations will continue to be posted to our records for your tax purposes, and we will continue to mail you a record of your donations annually.

To familiarize you with how online giving will work at Most Blessed Sacrament Parish and how to register, complete details and instructions are provided in this brochure.

Again, my thanks for your continued generosity to our parish, and for prayerfully considering this method of exercising stewardship of the gifts with which God has blessed you.

Sincerely in Christ,

Reverend Bruce W. Wilkinson
Pastor





User Guide

Getting Started

Thank you for your interest in the Most Blessed Sacrament Parish online giving option. This booklet contains:

- Quick Start Instructions
- Detailed Instructions
- Frequently Asked Questions
- Helpful Hints

To help you get started you will need your credit card or your checking or savings account information.

Quick Start Instructions

The steps below are required to set up recurring donations. For more details, skip to the Detailed Instructions section on the next page.

1. Go to www.MBSChurch.com. Visit Stewardship Tab
2. Click the “Most Blessed Sacrament Online Donation System” button on right-hand side of the Stewardship page.
3. You will go to the login page.
4. Click “Register”.
5. Read agreement and click “I agree”.
6. Enter registration information, be sure to complete required fields.
7. Click “Submit”.
8. Click “Donate” to make an offertory donation (See “**Helpful Hints**” section for instructions on converting the amount of your weekly donation to a monthly donation amount).
9. Click “Continuous Payment” and select the day of the month you would like your account to be charged.
10. Select either Credit Card or Electronic Check.
11. Enter your billing and account information.
12. Click “Submit”. You have completed the process for Offertory donations. Your Offertory donation will automatically take place each month.
13. Next, go to left side of page and select from “Other Events” to donate to these collections. See complete instructions on Page 4.



displayed. To stop all future payments click the “Stop” button. To change the amount of a recurring payment type the new dollar amount in the “Enter Amount” field and then click the change button.

What will appear on my credit card statement?

IMPORTANT

Please note your exact donation will be listed on your credit card statement with “NetCharge” shown as the payee. However, be assured that your authorized donations have been given to Most Blessed Sacrament Parish.

What will appear on my checking or saving statement?

Please note your exact donation will be listed on your banking statement with “NetCharge” shown as the payee. However, be assured that your authorized donations have been given to Most Blessed Sacrament Parish.

Who do I call with questions about using the online donation system?

Call Dara Lee at the parish office, 404-349-0176 x10.

What is NetCharge®?

NetCharge® is the premier choice for providing online donation and registration services for churches, schools, and non-profit organizations. The company began offering these services in 2004, and is headquartered in Parsippany, New Jersey. You can contact NetCharge at (877) 625-0290.

Helpful Hints

Converting Weekly to Monthly Donations.

To make monthly payments we recommend that you multiply your normal weekly donation amount times 4.3 (this number takes into account the 52 weeks in a year). For example:

If you currently donate \$30 per week.

Multiply \$30 X 4.3.

The total suggested monthly giving would be \$129.

Enter \$129. as your monthly recurring donation.



savings or authorized credit card accounts. Authorized credit cards include Visa, MasterCard, American Express and Discover.

How do you register for online giving?

Parishioners can go to the Most Blessed Sacrament Parish website www.MBSChurch.com and register online. Online registration is free, simple, and the most secure method of collecting your personal information. Once you are registered, you can be assured that your donations are arriving on a regular basis to Most Blessed Sacrament Parish.

How secure is my personal information?

Most Blessed Sacrament Parish and our online service provider, NetCharge®, will never sell or release any personal or financial information to any party for any reason, except as required by law.

How secure is online giving?

Most Blessed Sacrament registrations and all transactions are handled with “best in class” security technology, including 128K bit encryption. Our service provider, NetCharge® takes every possible action to protect and secure all information.

What if I forgot my user name?

If you have forgotten the user name you selected when you initially registered, contact Dara Lee at the parish office, 404-349-0176 x10. She will be able to look up your user name.

What if I forgot my password?

Go to the Most Blessed Sacrament Parish web site and click on the “Online Donation” button. This will take you to the donation system login page. Click on the “Forgot your password?” “[Click Here](#)” link located just below the “Login” button. Enter your user name and press the “Submit” button. Your password will be sent to the e-mail address you listed when you created your account.

How can I change the amount of my donation?

You can change future recurring payments at any time. Once you are logged onto the donation system you will see a list of “events” on the left side of the page. Click on the name of the event you wish to correct (for example, click on “Offertory” to change your offertory donation), then click on “Donate” then on the “Manage Payment” button. A summary of your payment plan is



Detailed Instructions

Get to the Parish Website

Start up the software you normally use to browse the Internet. For many users this is Internet Explorer® or Netscape. Go to the Most Blessed Sacrament Parish website by entering www.MBSChurch.com in your browser’s address field.

Select On-line Donation

Click on the “Most Blessed Sacrament Online Donation System” button located on the left-hand side of the parish home page. This will take you to the login page.

Register/Sign In

The first time you use the online donation system you will need to register. Click on the “Register” button. Please read the brief registration agreement and click on the “I Agree” button to continue. The registration form will be displayed. Complete the form, keeping in mind that the fields marked with an asterisk are required.

You may enter any name or nickname in the User Name field. Just be sure to use only letters or numbers. Special characters such as an apostrophe or the percent sign are not allowed. It is important to remember this name. It will be the account name you sign into the system with in the future. Also, be sure to remember your password. You must select a password with at least six characters. We recommend at least one numeral be included in your password.

Once you have completed the form click the “Submit” button.

Please note that once you have entered the online donation system the “Back” button on your browser will not function. You must use the navigation button located at the bottom of the screen.

Make a Donation

Upon successful registration or sign in, you are taken to the parish donation page. To make an offertory donation click the “Donate” button. Enter the dollar amount you wish to donate. To calculate the amount for monthly payments, see example in the “Helpful Hints” section.

Next, select either “Single Payment” or “Continuous Payment”. Choosing the Continuous Payment option will allow for automatic payments with no further effort on your part. If you choose Continuous Payment, select either “Weekly” or “Monthly” payments, then select the day of the week or month you would like your payments to take place. This will be the date your credit card is



charged, or your account is debited, depending on the payment method you select.

For either Single or Continuous Payments, you will then click on either the “Credit Card” button or the “Electronic Check” button (select this for electronic deductions from a savings or checking account). See “Credit Card Payments” and “Electronic Funds Transfer (EFT)” below for instructions.

For donations to the **Other Events (second collections)**: After you have submitted your Offertory donation, go to the left side of the page and select from “Other Events”. For each event you select, click the “Donate” button and enter the amount you wish to donate. Note that some of the events are single annual donations and others can be continuous.

Credit Card Payments

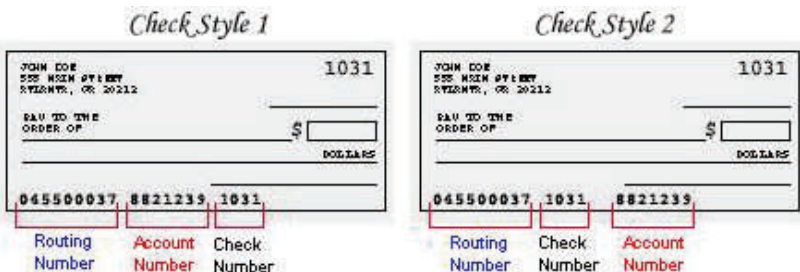
Enter your billing information on the form. Once you are a registered user your address information is automatically filled in. If you have a different billing address simply re-enter it here. It is important that your billing name and address exactly matches the name and address on your credit card bill.

Once you have completed the form click the “Submit” button. Note that single payments will be processed instantaneously when you click “Submit”. They cannot be changed or deleted once they are submitted.

A confirmation page will be displayed. We recommend that you print this page for your records by clicking the “Print” button at the bottom of the screen. An initial e-mail confirming your transactions will be sent to the e-mail address you specified when you registered. Every week/month you will receive an e-mail confirming that your recurring donations have been made.

Electronic Funds Transfer (EFT)

You may set up an electronic payment from your checking or savings account. Enter the name on your account exactly as it appears on your banking statement. Next, enter your **Routing (ABA)** and **Bank Account** numbers. If you are paying from your savings account these numbers can be found on your bank statement. If you are making a payment from your checking account,



these numbers can be found on the bottom of your check as indicated in the following diagram.

Select the type of account (either checking or savings) and then click the “Submit” button. Note that single payments will be processed instantaneously when you click “Submit”. They cannot be changed or deleted once they are submitted.

A confirmation page will be displayed. We recommend that you print this page for your records by clicking the “Print” button at the bottom of the screen. An initial e-mail confirming your transactions will be sent to the e-mail address you specified when you registered. In addition, every week/month you will receive an e-mail confirming that your recurring donations have been made.

Reviewing Your Donation History

You will always have access to your account and payment history 24 hours a day. To review the donations you have made using the Most Blessed Sacrament online donation system, first sign into the system. Next, click on the “Payment History” button located on the left side of the page.

Managing Your Profile

Changes to your address, telephone number, and e-mail address may be made at any time. Simply click on the “Manage Profile” button on the left side of the screen. Your current information will be displayed in the form. Make any necessary changes and press the “Submit” button. You may change all information except for your user name. Please note that for security purposes our online payment system does not retain credit card or bank account information. Therefore, if you need to change this information you must stop any continuous payments and re-submit them using your new account information.

Frequently Asked Questions

About Online Giving...

How will online giving be used at Most Blessed Sacrament?

Initially, online giving will be used for Weekly Offertory donations and for designated second collections.

What type of payment methods are accepted?

Parishioners will have the choice of authorizing payments from their checking,