

# Instructions for Online Offertory Giving

St. Anne Catholic Church  
Houston, TX

**NOTE:** The St. Anne's Offertory Online Giving is targeted to experienced online users that have made purchases with online vendors and who have created log-in accounts with online businesses. You will be asked to create a log-in account with our Online Giving provider (LOGOS ONLINE) and store your credit card or checking account information inside your secure log-in account.

Donations online to St. Anne's can be made either by credit card (VISA or MasterCard ONLY), or by ACH check from your checking account. You can donate one time (i.e. you decide when) or you can set up automatic, recurring donations and have the funds come either from your designated credit card or from your checking account. You will also be able to view all your offertory contributions (whether online donations or otherwise) to St. Anne's for 2010 and beyond.

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- 1 From the link on St. Anne's website (*Online Offertory Giving*), link to **LOGOS Online**.
  - 2 Click on "Create Account"
  - 3 Complete all of the name and contact information on the "Create Account" page
  - 4 Click "Register"
  - 5 The website will generate a random password and email it to the email address that you have entered. You will be able change your password after you have logged into the website a second time with the password emailed to you (and at anytime in the future).
  - 6 When you log-on for the first time, you will need to create a Profile. Within this profile you will need to specify either a credit card account or a checking account (or both) from which you intend to make your donations.
  - 7 If you wish to automate your giving, you should first decide in your mind how much you want to give in a month to each "fund" (i.e. purposes – like Sunday Offertory, Needy of the Community, etc.). At this point, in the automated giving mode, the software will not let you give to different "funds" on different frequencies (you cannot give to the *Offertory* weekly but to the *Needy* only once a month). So you have to decide how frequently you want to donate, and divide that into the total that you want to give each fund per month and that is what you enter into the set-up box. I would not advise setting up donations to Special Collections (Infirm Priests, Christmas Flowers, etc.) on an automated basis.
  - 8 Call Jim Ogletree at St. Anne (713-525-4238) if you have questions. His email address is [jogletree@saintanne.org](mailto:jogletree@saintanne.org).