

# Welcome to Electronic Giving at Saint Elizabeth's!

Thank you for your stewardship of time, talent and treasure to support our parish! The following step-by-step instructions will assist you in creating an account with LOGOS, our online giving service. Once you have created your account, you can change the amount you donate, verify your giving history, or print out a current contribution statement at any time. This easy-to-use process entails three-steps:

1. First, create an account with your User Name
2. Then, log onto your regular e-mail service to receive your initial password
3. Finally, log into LOGOS Giving, create a new personal password and enter financial data. You're done! ☺

Let's get started! First, please visit our parish web site: [www.akseas.net](http://www.akseas.net)

## 1. Create an account with your User Name

- a. Double click on the "Contribute Now – Secure Online Donation" icon
- b. Click on "Create an Account"
- c. Enter requested data in appropriate fields
- d. Create a User Name (suggestion: first and last name: i.e., janedoe)
- e. Click in both boxes after reviewing "Privacy Policy" and "Terms of Use"
- f. Click "Register"

## 2. Log into your regular e-mail service to receive your initial password

## 3. Finally, log into LOGOS Giving, create a new personal password and enter financial data

- g. Please return to our parish web site: [www.akseas.net](http://www.akseas.net)
- h. Double click on the "Contribute Now – Secure Online Donation" icon
- i. Enter "User Name" and the password supplied by LOGOS (be careful as it is case-sensitive!)
- j. Enter new personal password and confirm it
- k. If you wish to donate via your credit card, click on "Add Card!", enter requested information and conclude by clicking on "add account"
- l. If you wish to donate via a debit to your checking account, click on "Add Bank Account!", enter requested information and conclude by clicking on "add account"
- m. Click on the "Home" icon on the colored bar above the word "accounts" (note: please do not click on either "Contribute" or "Giving" at this point)
- n. If you wish to make a one-time contribution (i.e. "I want to make a one-time \$50 contribution to the upcoming Sunday Collection or Building Fund") please fill out this screen and submit
- o. If you wish to make a recurring contribution (i.e. "I want to make a contribution every Sunday of the year") click on the "Define Recurring Contribution" tab. This will lead you to a process to make regular contributions.
- p. Click on "New Automated Contribution"
- q. Select payment method
- r. Under "Giving Method" fill out description (i.e. "Sunday Collection")
- s. Under "Type" drop down box select "Continuous" or "Date Range"
- t. Under "Frequency" drop down box fill out your preference (i.e. weekly, monthly, etc.)

- u. If using the “Continuous” option you will designate only a starting date. Your contribution will be in effect until you cancel this “continuous contribution”. If using “Date Range” option fill out starting and ending dates.
- v. Designate amount to donate.
- w. Click on the box if you want an e-mail reminder that your donation is about to take place
- x. Click on “active contribution” to complete the process**
- y. If you intend to make a second “recurring contribution” (i.e. to the “Building Fund”) click on “Home” on the colored bar and proceed from step “O” (where you click on “Define Recurring Contributions” tab)
- z. Thank you for giving electronically!

### **Other things you can do with Logos Giving**

**EASILY CHANGE THE AMOUNT YOU DONATE TO ANY PARTICULAR FUND:** To change the amount you donate to any particular fund, click on the “Home” icon and then click on the recurring fund in the lower right hand corner. Make as many changes as you desire to any combination of payment method, amount to be contributed, date range and/or frequency.

**STOP YOUR CONTRIBUTION(S):** With LOGOS Electronic Giving you control all aspects of the giving process. You can stop a contribution at any time. Simply log into your account, click on the “Home” icon, click on the particular recurring fund in question in the lower right hand corner of the screen, and then click on “delete contribution.” It’s that simple!

**CHANGE YOUR PASSWORD OR MAKE A CHANGE OF ADDRESS OR PHONE NUMBER:** To make any changes in your personal information to include your password, simply click on “profile” and make the necessary updates.

**VERIFY YOUR GIVING HISTORY:** You can check on your giving history 24 hours a day! Click on “Home” and then on “View my Giving History.” You can print out a copy from this screen.

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**AT THE MOMENT, WE ARE LAUNCHING “PHASE ONE” OF ELECTRONIC GIVING: RECURRING CONTRIBUTIONS. AS SOON AS LOGOS COMPLETES SIGNIFICANT UPGRADES TO THEIR ONLINE GIVING SCREENS, WE WILL LAUNCH “PHASE TWO:” SECOND AND SPECIAL COLLECTIONS. WE WILL CONTACT YOU WHEN PHASE TWO IS READY.**

**NEED HELP? PLEASE CALL THE PARISH BOOKKEEPER, MARILYN IN THE OFFICE MONDAY TO THURSDAY AT 345-4466. HAVE A TECHNICAL QUESTION? PLEASE CALL JOHN AT THE SAME NUMBER, MONDAY TO FRIDAY.**

**WE WELCOME YOUR THOUGHTS AND SUGGESTIONS ON HOW TO IMPROVE THIS PROCESS. THANK YOU FOR YOUR PAST AND FUTURE SUPPORT OF OUR PARISH!**