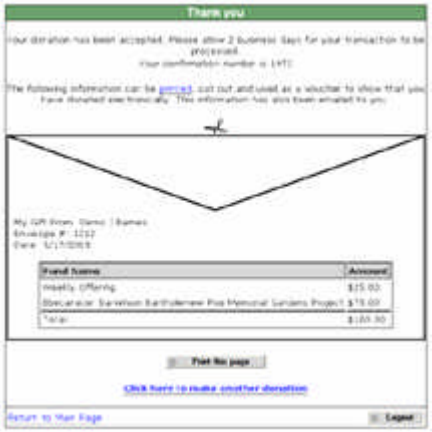
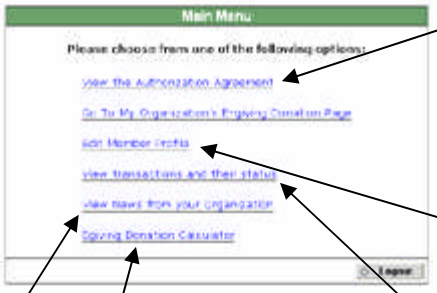
You will once again be presented with a verification screen. Check the information to make sure it is correct. If not, click the "Make Changes" button. If correct, click the "I Authorize This Transaction" button to finalize your transaction and be presented with your receipt envelope.



After the Envelope Receipt is displayed for you, you can print the receipt, make another donation, or return to the main menu. After printing the receipt, you can cut out the "envelope" and place it in the offering plate on Sunday morning.

Other Features of the Member Main Menu include:



View and accept the Authorization Agreement to use your checking or savings account for donations. This gives Electronic Giving permission to draft your account, and is required prior to giving a donation via your checking or savings account.

Your can easily edit your member profile using the "Edit Member Profile" link.

You can view your current donation record as well as your donation history.

You can view news from our church administration and there is also an easy to use donation calculator to make your E-Giving experience as easy as possible.

Introducing ***E-Giving*** *(On-line Giving Service)*

to the members of :

St Michael's Episcopal Church

Click the link on St. Michael's web page to access the new Electronic Giving Service

Getting started, It's as easy as one, two, three . . .

1. *Access St. Michael's Web Site www.st-michaels.org*
2. *Click the link to the E-Giving service located on the left side of the web page*
3. *Open this brochure to page 2 and follow the step-by-step directions*

electronic Giving

For questions or assistance with using your electronic giving service please contact:

Mike Beasley (mbeasley2@austin.rr.com/349-0682)
Bill Potts (parishadmin@st-michaels.org/327-1474)

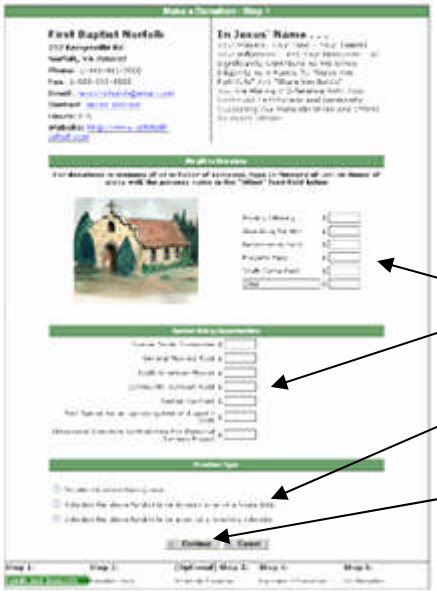
This is the E-Giving login page. First time users click on the red "Not signed up yet? Sign up here!" link to complete a short member profile.

The E-Giving member signup page appears. Enter the information to establish your user profile. This one time setup will give you the ability to easily enter donations and track your giving history.
Upon completion of the signup click the "Submit" button to save the information.
Then click the Back to Login Page link in the lower left hand corner.

Type the username and password you selected into the appropriate fields to access your E-Giving main menu. If you forget your username or password you can use the Forgot password or the Forgot username links to have them emailed to you.

All features are accessible through your member main menu. To enter a donation transaction click the "Go To My Organization's E-Giving Donation Page" link.

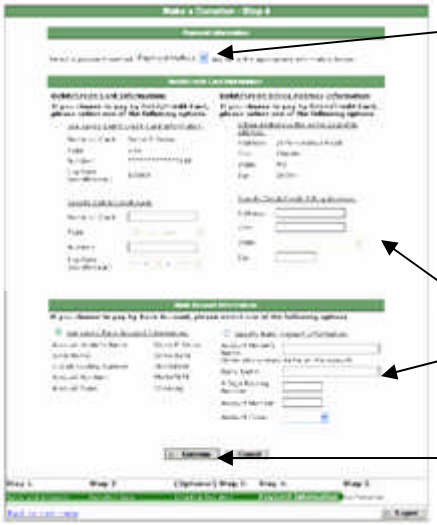
NOTE: Other Main Menu options are listed on Page 4 of this brochure.



Actions on the Donation Page:

1. Enter the amounts in any fund or funds you wish.
2. Select a transaction type.
3. Click the continue button.

This screen will be displayed to allow you to verify the funds and amounts that you have entered. If you wish to make a change, you can go back and do so. If the information is correct, you can continue by clicking the "Yes Continue" button.



You now need to enter your payment information. The first thing you need to do on this page is indicate if you want to use a credit/debit card or your checking or savings account.

Once this is selected, the system will make that section available for you to enter your information. Enter your credit/debit card or your checking or savings account.

Once it is entered, click the "Continue" button.