

## HOW TO PAY **TUITION**, **HOT LUNCH**, **DAYCARE**, OR **PARISH OFFERINGS** ONLINE

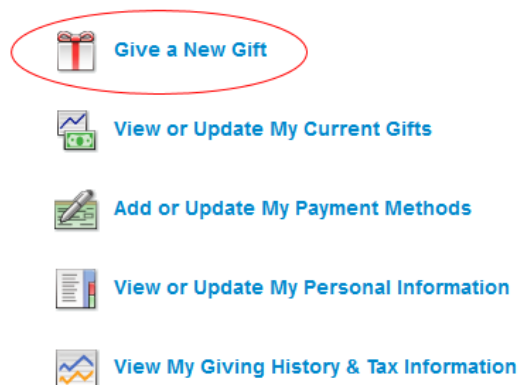
1. Go to [stjosephbeatrice.org](http://stjosephbeatrice.org)
2. Click the blue “Online Giving” button on the top right.



3. You now have 3 options:
  - a. Login with your login credentials
  - b. Click “Create a New Account” if you’ve never given online before
  - c. Click the blue “Quick Give” link if you plan to give only once and don’t want to create an account.
- It is suggested that you create an account if you plan to use this more than one time


A screenshot of the login and account creation options. At the top, there is a "Login" heading. Below it, there are two input fields: "User name" (labeled A) and "Password". Below the password field is a blue "Login" button. Underneath the login button is a link that says "Forgot User ID or Password?". Below that is a green "Create New Account" button (labeled B). At the bottom, there is a "Quick Give" heading (labeled C) and a link that says "Give one time without creating an account! Quick Give".

4. Click “Give a New Gift”. From here you can also view what you’ve given Year to Date, update payment information, or update any recurring gifts you have set up.




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5. The next page brings you to all the available ways you can give to the school or Parish. Make sure you select the appropriate fund. In this example, I will use “Tuition Payment”. Choose whether this will be a recurring payment or a one-time payment.

 Tuition Payment  
Tuition Payment


Select Gift Type

6. After choosing recurring or one-time payment, enter the blank fields below.

 Tuition Payment  
Tuition Payment

Amount: \* \$ 1.00

Date: \* 3/9/2018 

Account: \* Checking - 2263 

Special Intentions (500  
character limit):

Remain Anonymous

7. Scroll to the bottom, click Next.

Clear Gifts

Next

8. If everything looks correct, click confirm.

 Tuition Payment  
Tuition Payment

I would like to make a **One Time** payment of **\$1.00**. Please charge my **Checking - 2263** on **3/9/2018**.

Note:

Please do **not** click the Confirm button more than one time. Clicking the Confirm button multiple times could result in multiple processing of gifts. A copy of your Receipt will be sent to your Email Address. You can verify that a giving has processed on the Giving History page.

Back

Confirm