

# Setting Up Automatic On-Line Donations – Easy and Secure

1. Go to ourladycarmelvalley.org on your web browser, or Google “our lady of mount carmel carmel valley”

2. On the parish web site main page locate the **Donate** tab

3. You will be taken to the main donation page with options to donate to parish operations, maintenance, etc

4. At the top right of the page you will see options to **Log In** to your account, if you already have one, or to **Sign Up** if you are new

5. For a new account, click **Sign Up** and when prompted enter first and last name, email address and set up a password.

6. With your account set up, you will return to the pain page and can set up a donation. Click on the donation category (e.g. operations), and a window opens that asks to enter the amount, frequency, and start date for this on-line donation.

7. When done click **Add To Basket**, and you will be taken to a page to set up a method of payment – credit cards or bank e-check are both fine. You can repeat steps 6 and 7 if you want to set up more than one on-line donation – like operations AND maintenance.

8. You can always log in again and click **Profile** to view your **Transactions** (donation) history, cancel transactions (stop donations), and/or change the donation amount!

9. Need help? Contact the church office and we'll reach out!

