

# How to Create an Online Giving Account in *Our Sunday Visitor*

This document provides step-by-step instructions about creating and setting up an Online Giving account in *Our Sunday Visitor*. If you have any questions during the process, please contact the Parish Office at 860-673-2422 or via e-mail at [ourladyofknock@aohct.org](mailto:ourladyofknock@aohct.org). Someone is available Monday – Friday from 9 AM to 3 PM to assist you.

***THANK YOU for your financial support to Our Lady of Knock Parish!***

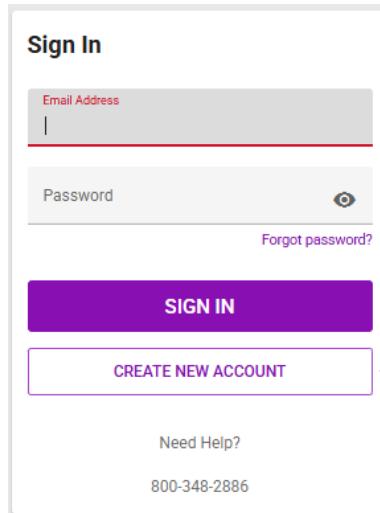
**STEP #1:** Go to [ourladyofknock.org/onlinegiving](http://ourladyofknock.org/onlinegiving) and select “CLICK HERE” under the OSV Online Giving option:



**STEP #2:** Then click “SIGN IN/CREATE ACCOUNT” in the top right corner:



**STEP #3:** Complete the Email Address and Password fields then click “CREATE NEW ACCOUNT”



**STEP #4:** The following screen pops up for you to enter your personal information for your account. Then click “CREATE ACCOUNT”. If you’d like, you may enable on **2-Factor Authentication**. If enabled, this provides added Login security by sending you a code when logging into your account.

The image shows a "Create an Account" form. It consists of four text input fields for "First Name", "Last Name", "Email Address", and "Phone". Below these is a "Password" field with a visibility toggle. A red arrow points to the "Enable 2-Factor Authentication" toggle switch, which is currently off (gray). Another red arrow points to the "CREATE ACCOUNT" button. Below the button is a "CANCEL" button. At the bottom of the form, there is a "Need Help?" link and a phone number "800-348-2886".

**Create an Account**

First Name

Last Name

Email Address

Phone

Password

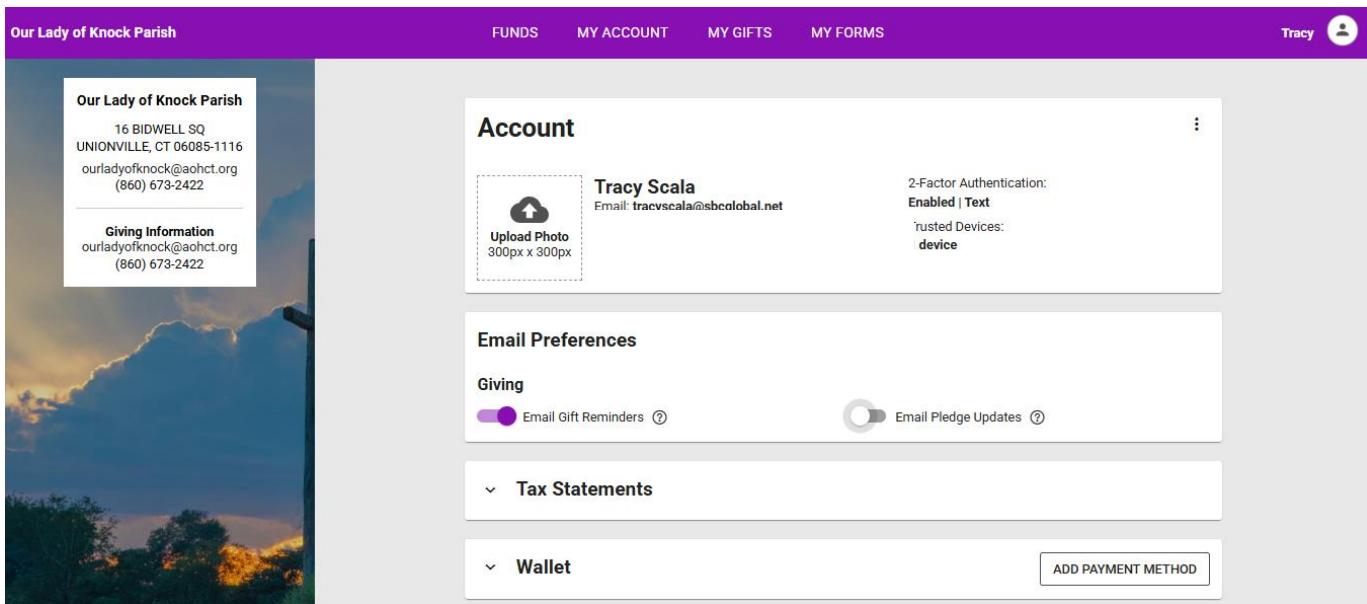
Enable 2-Factor Authentication

**CREATE ACCOUNT**

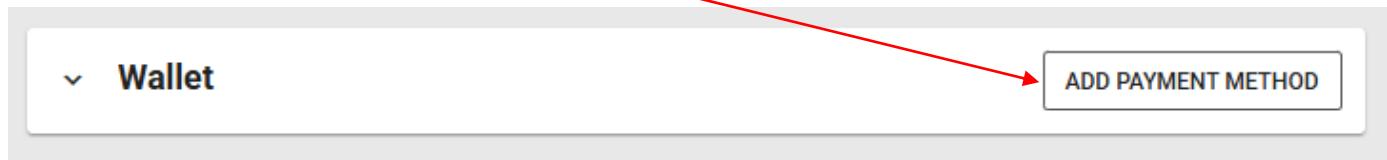
**CANCEL**

Need Help?  
800-348-2886

**STEP #5:** Once you've added your information and selected “CREATE ACCOUNT”, you'll see your Account Summary page. On this screen, you add a payment method to your “Wallet” and decide which Funds to contribute to.



**STEP #6:** Click on “ADD PAYMENT METHOD” in the Wallet section to add your checking account or credit card information (Visa, Mastercard, or Discover).



You can add more than one payment type and use them as you wish among funds. Decide to contribute via ACH (taken from your bank/checking account) or Credit Card - the following screens are displayed for each type:

#### ACH/Bank Account New Payment Method

Payment Type  
Bank Account

Type  
Checking

Routing Number

Account Number

Could not connect to the reCAPTCHA service.  
Please check your internet connection and reload to  
get a reCAPTCHA challenge.

CANCEL

ADD PAYMENT METHOD

#### Credit Card New Payment Method

Payment Type  
Credit Card

Card Number

Exp. Month

Exp. Year

Cardholder Name

CANCEL

ADD PAYMENT METHOD

Enter your information then select “ADD PAYMENT METHOD” to save it.

**STEP #7:** Clicking on “FUNDS” will display all the funds you may set up contributions for. Click “GIVE NOW” on the “Offertory Income: Weekly” fund to set up how much you’d like to contribute, the frequency, etc.

Our Lady of Knock Parish

FUNDS MY ACCOUNT MY GIFTS MY FORMS

**Our Lady of Knock Parish**  
16 BIDWELL SQ  
UNIONVILLE, CT 06085-1116  
ourladyofknock@oehct.org  
(860) 673-2422

**Giving Information**  
ourladyofknock@oehct.org  
(860) 673-2422

**Offertory Income: Weekly**  
This fund is for the Weekly Offertory collection. Thank you for your generosity!

**Monthly**  
This fund is for the Monthly Offertory collection. Thank you for your generosity!

**Catholic Relief Services**  
NEXT COLLECTION DATE: March 30, 2025  
- Addresses the needs of people in developing countries. Thank you for your generosity!

**Easter Flowers**  
This fund is for Easter Flowers. If you have someone you'd like listed on our Easter Flower list, please type the names in the Notes section. NOTE: The deadline for receiving names to include on the printed Easter Flower ...

**Good Friday: Holy Land**  
NEXT COLLECTION DATE: April 18, 2025  
This fund is for the Good Friday - Holy Land collection. Thank you for your generosity!

**Easter**  
This fund is for the Easter Holy Day collection. Thank you for your generosity!

**GIVE NOW** (highlighted with a red arrow)

**GIVE NOW**

**GIVE NOW**

**GIVE NOW**

**GIVE NOW**

**GIVE NOW**

**STEP #8:** Gift frequency offers many options for giving. Please note that the parish incurs various fees for online giving – monthly, per transaction, and credit card/ACH use. Since there is both a monthly fee and a “per transaction” fee, contributing a larger monthly or annual donation in a fund allows the parish to receive more of your contribution than setting up smaller weekly ones. However, this system allows you to customize the frequency of your contributions to any schedule that is suitable for your giving. On this screen, you may also start contributing to the fund on a certain date and enter any notes that you would like to communicate about your gift. If there is a collection date noted in the description of a fund that you wish to contribute to, please enter a date near that collection date. Then, select “CONTINUE”.

**Give a Gift**

**Gift Amount**  
\$ 25.00

**Gift frequency**  
Weekly

**Start Date**  
04/03/2025

**Notes**  
Notes

**CANCEL** **CONTINUE** (highlighted with a red arrow)

**STEP #9:** You may help cover processing fees by selecting the box next to “**Donate an extra 4% to cover processing fees**” (this will be 2% for ACH/checking accounts). Click the purple “**GIVE**” button to initiate your contribution.

**Gift Information**  
Select a payment option below to complete your gift.

Payment  
CreditCard

Donate an extra 4% to cover processing fees

**GIVE \$26.00**



OUR LADY OF KNOCK PARISH

Offertory Income: Weekly

**Your Gift**  
Weekly Gift  
Date: 04/03/2025

**Gift amount:** \$25.00  
**Processing Fee Donation:** \$1.00  
**Total: \$26.00**

**STEP #10:** Repeat Steps 7 – 9 from this document to set up contributions for the “Monthly” collection and for each of the additional funds you’d like to donate to.

While going through each fund will take some time, doing so will successfully complete your setup not only for the weekly and monthly offertory but for all of the important collections throughout the year that go to help many groups and organizations in need. This will ensure your giving without having to worry about it whenever those second collections come around.

***We thank you for taking the time to put in this effort and, of course, for your generosity in supporting our parish!***