

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. 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!

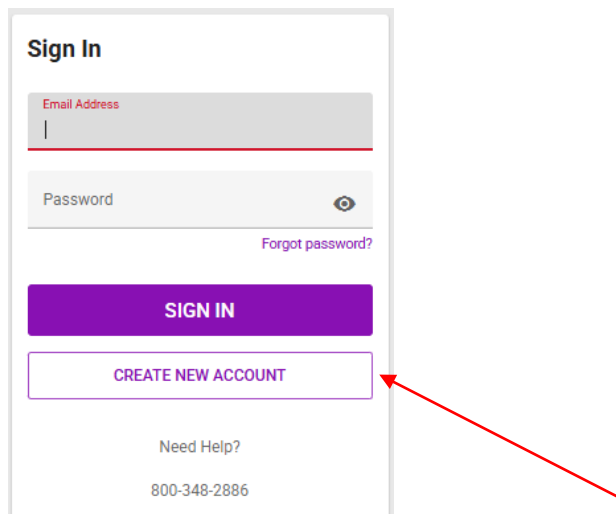
STEP #1: Go to ourladyofknock.org/onlinegiving and select “CLICK HERE” under the OSV Online Giving option:



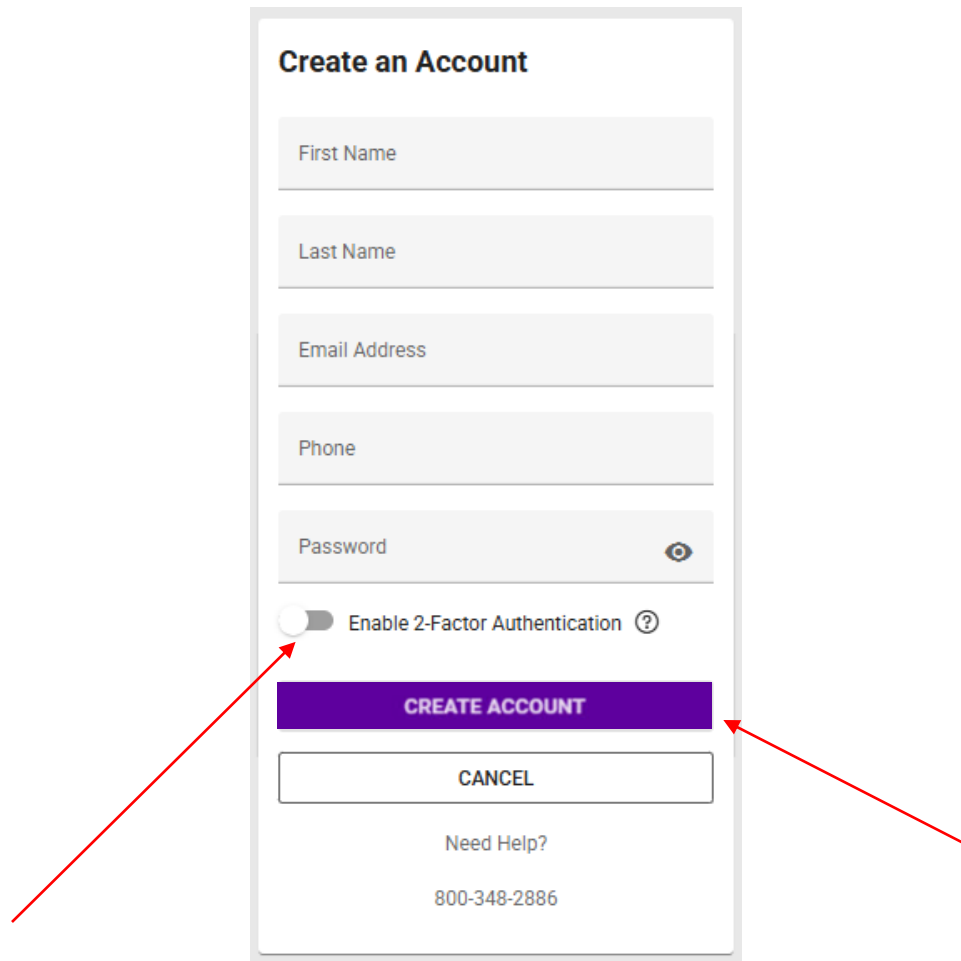
STEP #2: Then click “SIGN IN/CREATE ACCOUNT” in the top right corner:



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

The image shows a "Sign In" form. It has two input fields: "Email Address" and "Password". Below the password field is a link that says "Forgot password?". There are two buttons: a purple "SIGN IN" button and a white "CREATE NEW ACCOUNT" button with a purple border. A red arrow points from the right side of the "CREATE NEW ACCOUNT" button towards the right edge of the image. At the bottom of the form, there is a link "Need Help?" and a phone number "800-348-2886".

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 screenshot shows a mobile app interface for creating an account. The form is titled "Create an Account" and contains several input fields: "First Name", "Last Name", "Email Address", "Phone", and "Password". Below the "Password" field is a toggle switch for "Enable 2-Factor Authentication" with a help icon. At the bottom of the form are two buttons: "CREATE ACCOUNT" (purple) and "CANCEL" (white). A red arrow points from the left to the toggle switch, and another red arrow points from the right to the "CREATE ACCOUNT" button. Below the buttons are links for "Need Help?" and the 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.

The screenshot shows the 'Account' page for Tracy Scala. The page has a purple header with navigation links: FUNDS, MY ACCOUNT, MY GIFTS, MY FORMS, and a user profile icon labeled 'Tracy'. On the left, there is a sidebar with contact information for 'Our Lady of Knock Parish' and 'Giving Information'. The main content area includes sections for 'Account' (with a profile picture upload option), 'Email Preferences' (with toggles for 'Email Gift Reminders' and 'Email Pledge Updates'), 'Tax Statements', and 'Wallet'. The 'Wallet' section has an 'ADD PAYMENT METHOD' button.

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

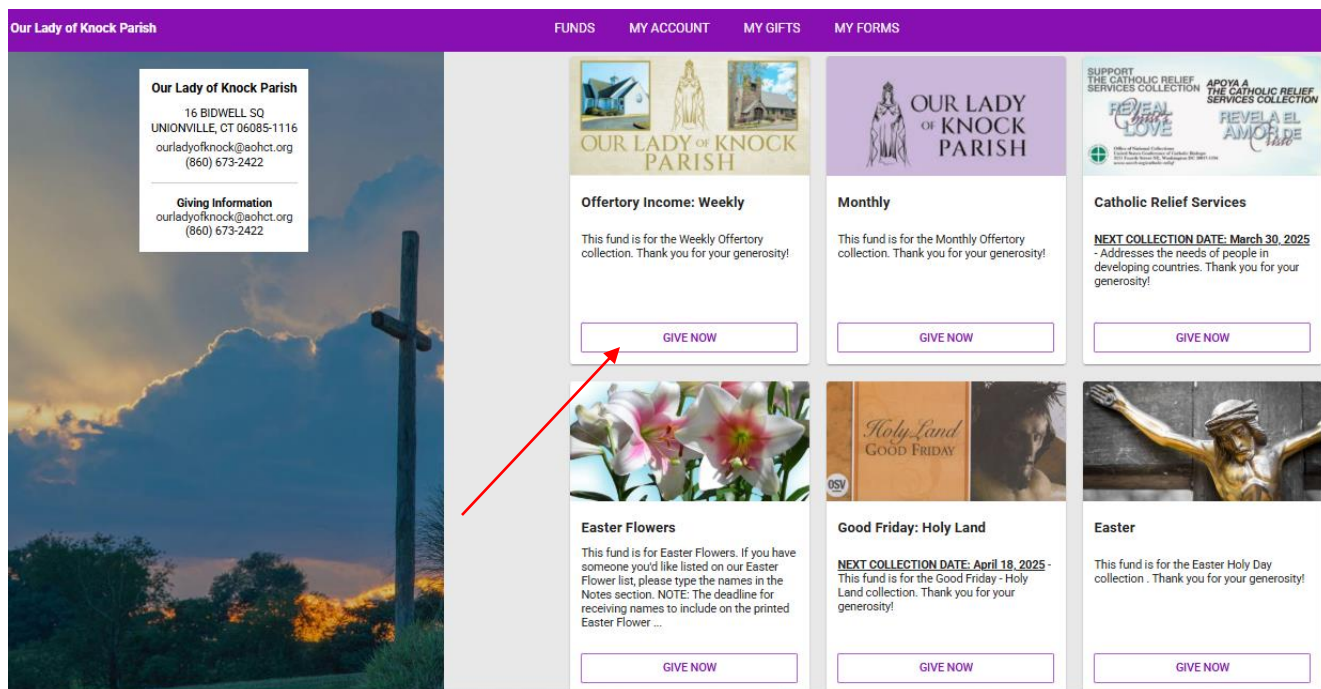
This close-up shows the 'Wallet' section with a dropdown arrow and the 'ADD PAYMENT METHOD' button. A red arrow points from the text in Step #6 to this button.

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:

The image shows two side-by-side forms for adding a new payment method. The left form is titled 'ACH/Bank Account' and includes fields for 'Payment Type' (Bank Account), 'Type' (Checking), 'Routing Number', and 'Account Number'. The right form is titled 'Credit Card' and includes fields for 'Payment Type' (Credit Card), 'Card Number', 'Exp. Month', 'Exp. Year', and 'Cardholder Name'. Both forms have 'CANCEL' and 'ADD PAYMENT METHOD' buttons at the bottom. A red arrow points from the 'ADD PAYMENT METHOD' button in the Credit Card form to the text in the next step.

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.



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

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!