ParishSOFT® Giving

St. Charles Borromeo Parish

To make online contributions to St. Charles please follow the directions shown below:

1. Log onto the parish web site at www.stcharlesdetroit.org **OR** go to
   giving.parishsoft.com/stcharlesdetroit

2. Click on the blue **"Donate"** button in the upper right-hand corner of the home page

3. If this is your first time using the online contribution system, click on the **"First Time?"** button on the left side of the page

4. Complete all fields on the **"Welcome to Online Giving"** screen with your information and click on the **"Submit"** button at the bottom of the page
   a. NOTE: Your email address will be used as your user name
   b. NOTE: Please remember your selected password for future use

5. On the next screen, **"My Donation"**, you may enter your debit or credit card that you want to use to make your donation. You may also click on the **"Use Check"** button on the upper right corner of the screen and enter all required information to use your checking account.
   a. You must input the amount of your contribution on the chosen screen
   b. Next to the "Amount" field select the fund you wish to contribute to – the automatic fund shown is "Offertory"; click on the down arrow if you wish to contribute to a different fund
   c. Click on the **"Submit"** or **"Authorize"** button after you have entered all the required information

6. If you do not want to set up an account, after you click on the "Donate" button in the upper right-hand corner of the web site home page, click on the **"Quick Give"** button on the left side of the page and enter all information
   a. Click on the **"Submit"** button

7. You will receive a confirmation of your successful donation at your registered email