

Online Giving and Payment Instructions

Church Support, CCD Fee, Confirmation Fee, Spontaneous Gift, Bishop's Appeal, Mass Stipend Offering, 3K/4K Registration Fee, Band Bus Fee

- 1) Go to <https://www.stmarysluxemburg.org/> and under Quick Links on the left-hand side click on "Online Giving"
- 2) Click on the "Create New Account" link or "Sign up for a New Account" link.
- 3) Fill out profile information to create an account.
- 4) Fill out and complete the Payment Method.
- 5) Click on "Give a New Gift"
- 6) To pay tuition, click on "School Tuition."
 - a) For a one-time payment in-full, click on the down arrow and select "One Time,"
 - b) If you will pay over installments, click on "Pledge"
 - i) The pledge calculator will tell you how much each payment will be after you enter the full amount.
- 7) Enter the amount you wish to pay, the frequency, the start date, and the method you will use to pay (whatever payment information required by your method of payment on the screen).
 - a) You should decide if the total amount you enter will be your tuition in-full, or if you will leave a little room to fundraise through SCRIP. Example: I owe a total of \$3,400 for tuition. I enter a pledge of \$3,300 hoping to raise a \$100 through SCRIP.
 - i) You will be notified of any remaining balance in May of 2020.
- 8) When finished hit "next" in the lower right-hand corner of the screen and then "confirm" on the next page.