

Notre Dame of Mt. Carmel Church

Cedar Knolls, NJ

OSV Online Giving Instructions



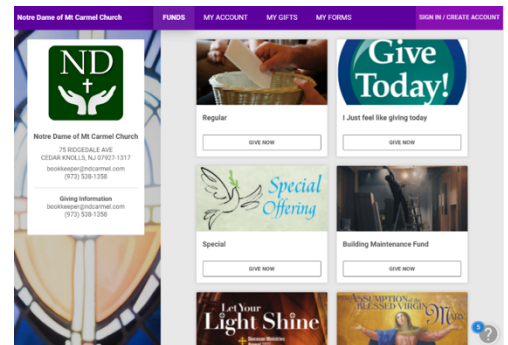
1. Access the OSV Online Portal

You may access the OSV online portal through our website at www.ndcarmel.com or scan the QR code and select Online Giving.



2. Select Fund (Gift Type)

The dashboard reflects the various funds available to which you can donate. The first fund is labeled **"Regular"** and is intended for **Regular Offertory Giving**.



3. Configure your gift

- Enter Amount
- Gift Type - Recurring or One Time
- If Recurring - Select Frequency
- Start Date
- Click Continue

Configure Gift

Suggested Gift Amounts

\$ Gift Amount

Gift Type
Please select a gift type

Date
10/06/2021

Notes
Notes

4. Fill in Your Information

- Email
- Name - First and Last
- Payment Information (Checking, Savings, or Credit Card). If you are giving directly from your bank account, you will need a Routing Number and your Bank Account number.
- New Password (If you want to create an account to set up a recurring donation, or if you are making a one-time donation and want to create an account to make donating in the future quicker, enter a password.
- e. Submit Your Gift!

Your Information

Email

Create an account for a recurring gift
Enter a password below to save this payment method. Next time sign in with your email and password to manage payment methods and gifts.

Create a password

First Name Last Name

Phone (optional)

Payment Information

Payment Type Bank Account Type

Bank Checking

Routing Number Account Number

Payment Method Address

Address 1 Address 2

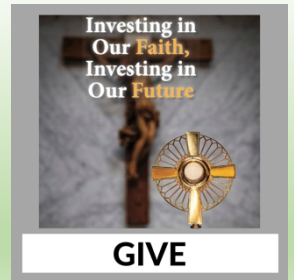
Regular
Bi-Weekly
Date: 10/06/2021

At this point, you may go back to the main dashboard and select other Funds/Gifts if you wish to make additional contributions for special Holydays, Feast Days (i.e., Easter, Christmas), or other outreach collections.



Contact our Parish Bookkeeper, Karen Fajardo
973-538-1358, ext. 106 / bookkeeper@ndcarmel.com,
or call the OSV Online Support at 800-348-2886.

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Updating your OSV Online Giving

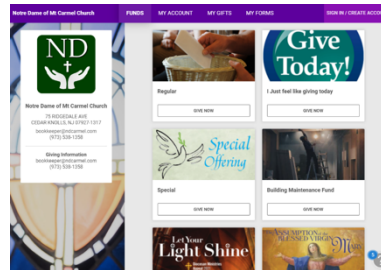
1. Access the OSV Online Portal

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2. Login to Your Account

Click on the top right-hand corner of the screen and enter your email and password.



3. Update your Account Details, Access Tax Statements, or Update Payment Details

From the top menu bar, click on "MY ACCOUNT."

- To update your account details, i.e., email, phone number, and address, click the three buttons to the right to edit any of your account details.
- Access your **Tax Statements** from this screen as well.
- To update an existing payment method (i.e., update an expiration date on a credit card), click on the three buttons to the right of a payment method to update. **Important! A payment method cannot be deleted if it is still associated with any upcoming gift transactions.** If this is the case, return to the "MY GIFTS" screen, update the payment details on each of the scheduled gifts to a new payment method, and then go back to "My Account"/Wallet to delete that payment method.
- Click on the **Add Payment Method** to add a new credit card or a new checking/savings account.

4. Update your Gift(s)

From the top menu bar, click on "MY GIFTS."

- From the **Upcoming Gifts** section, click on the three buttons to the right of the gift you wish to update and update the details of that gift, i.e., amount, new payment method, etc.
- Click on the green **UPDATE GIFT** button.

You may also click on the **ADD GIFT button (by the Upcoming Gifts)** if you wish to contribute to other funds such as Christmas, Easter, Holy Days of Obligation, one-time donations, etc.



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