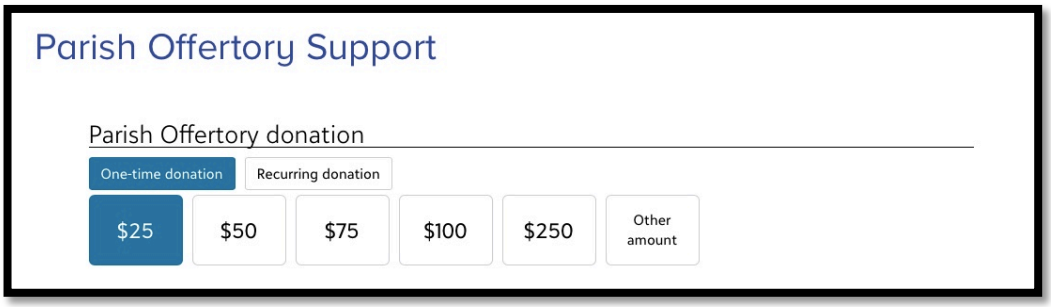
St. Alphonsus Online Giving Using the Archdiocese of Galveston-Houston Webpage.

1. Go to the Archdiocese of Galveston-Houston "Parish Offertory Support" webpage by **clicking on the link below**:

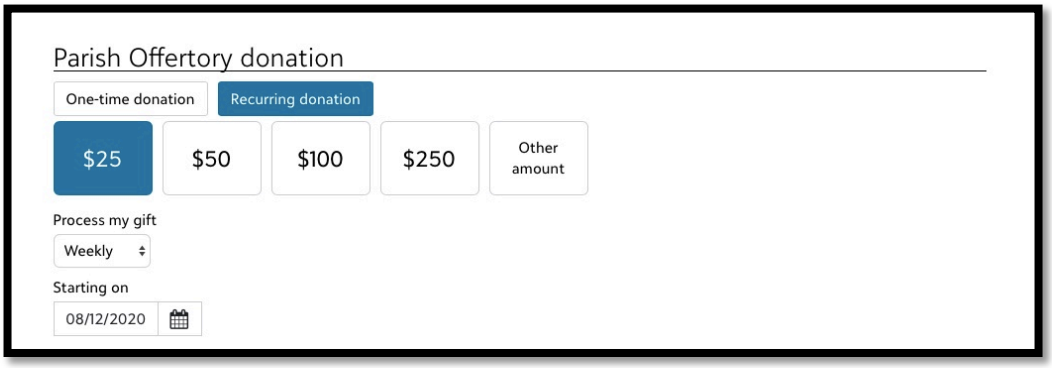
   https://www.archgh.org/ways-to-give/covid-19-parish-and-school-support/parish-online-giving-links/parish-offertory-support/

2. Your first option will be to choose between:



   - **One-time donation**: A one time gift/offertory or payment to St. Alphonsus.
   - **Recurring donation**: This is a great option for continuing your weekly giving without the hassle of mailing it in or dropping it off each week. This also helps our Parish in budgeting for upcoming months.

3. Selecting **Recurring donation** will open the following options:

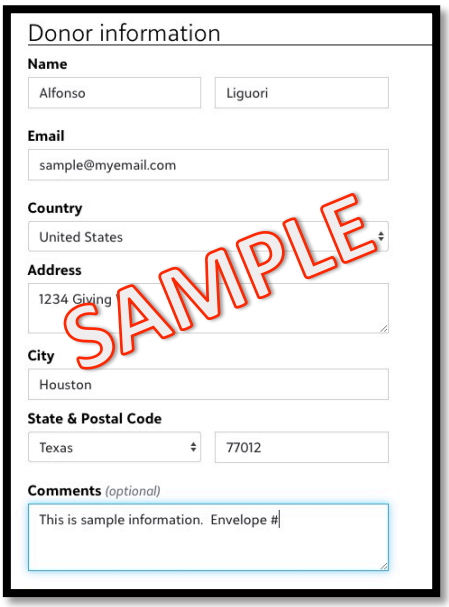


   - Select the from the designated amounts or choose "**Other amount**"
   - **Process my gift**: Choose **Weekly**, **Monthly**, **Quarterly** or **Annually**
   - **Starting on**: Select the date you would like the first transaction debited

4. The next section is **VERY IMPORTANT**. It is titled "**I want to support.**"

   - Please be sure to select **St. Alphonsus – Houston Parish Offertory** from the drop-down menu.

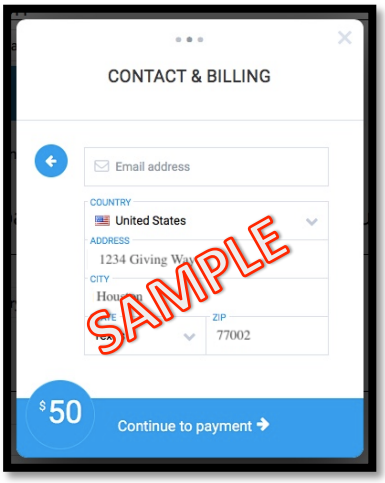
5. After selecting the correct parish, proceed to fill out your information on the "**Donor information**" section.



   - Under the **Comments** please include any special instructions for your donation. (i.e. Envelope. # or CCE Payment/Name of student, etc.)
6. Once your information has been entered, proceed to the payment method where you can choose from either **Credit Card** or **Bank Account**:

   - **IMPORTANT**. Selecting Recurring will also give you an additional screen that asks to **Save your Card** or **Save your Account** for future recurring transactions.
7. If you select **Credit Card** you will fill out the following screens:

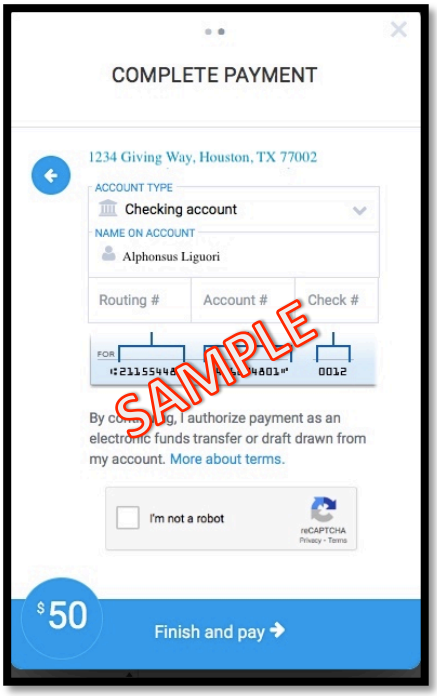
Select **Pay by Card**



Enter **Email Address** and select **Continue to Payment.**

Enter **Credit Card Information** and select **Finish and Pay**

8. If you select **Bank Account** you will fill out the following screen:



   - Fill the following information using a VOIDED check:
     - **Routing #**
     - **Account #**
     - **Check #**
9. Select **Finish and pay.**

IMPORTANT

- Go over your information to make sure you have everything you need us to know and click on the donate button at the end.
- The bank and the chancery will notify us via e-mail of your contribution and we will credit your envelope number, CCE account or any specific notations attached to the donation.