

Dear Parishioner,

Thank you for your continued generosity in financially supporting St. Paul parish through Electronic Giving. This method of giving is convenient, efficient, provides stability to the parish, and most importantly is safe and secure. Our current vendor, Faith Direct, has informed us that they are going out of business. Therefore, we have contracted with Vanco, a known and reliable company, to manage the St. Paul parish electronic giving via a secure online software called Realm. The system is now live and available for use by St. Paul parishioners. ***This change is effective August 1, 2025.***

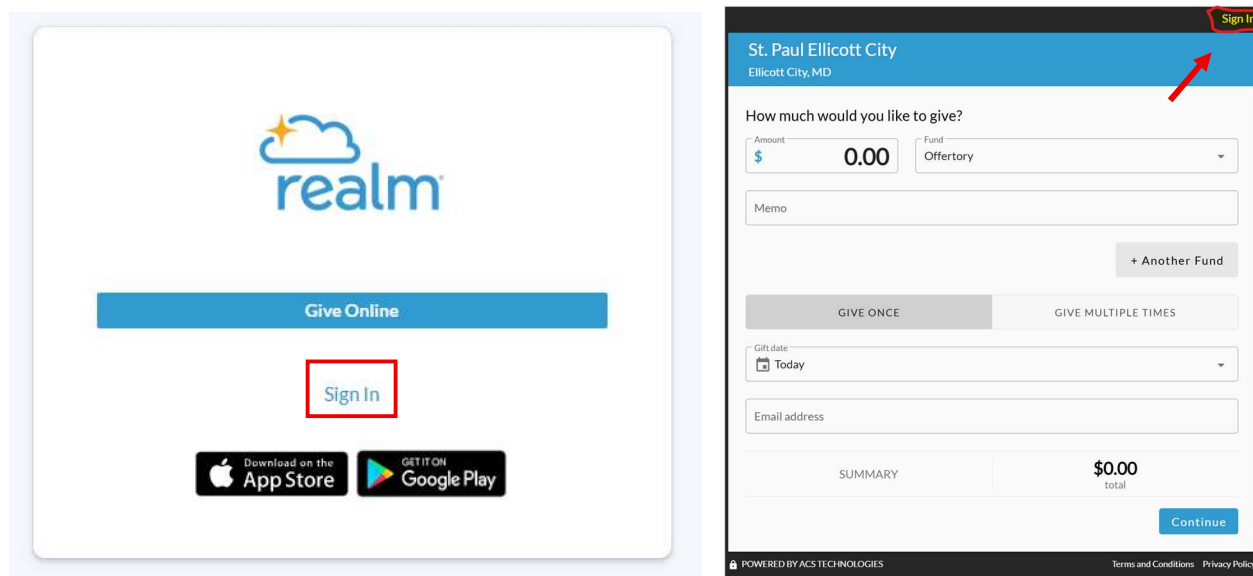
There is a two-step process – the first step is to create your new account with Realm, the second step is to cancel your account with Faith Direct. ***Be sure to cancel your account with Faith Direct so you do not accidentally get charged twice.***

If you need assistance with this process, the office will be open on Monday through Wednesday from 7:30AM-3:00PM or you may reach out to Maria Grove at [maria@stpaulec.org](mailto:maria@stpaulec.org).

**Step 1: Create new account with Realm.**

To access the new system, go to: <https://onrealm.org/StPaulEllicottC/Give>

You may see one of these screens when you first log in:



If this is the first time accessing the website, you should create an account. To do so click where it says ***“Sign In”*** and from there you can create your account with your email address or phone number and it will send you a code to log in.



## Log In

Enter the phone number or email address associated with your account, and we'll send you a code.

☒ Send an Email

☐ Send a Text

☐ Keep me logged in on this device

Get One-time Code

OR

Log In With Username and Password

[Forgot your password?](#) • [Create an account](#)

You can select Create an Account or “Forgot your password” to get a code to create a login and Password.

Once logged in, you should see the main giving screen. You may also see the “**GIVE ONLINE**” option, which will take you to the main screen. This is where you identify your recurring donations for the various funds. You may want to check your Faith Direct account (<https://membership.faithdirect.net>) first to see where you have been contributing so it can be mirrored with Realm.

St. Paul Ellicott City  
Ellicott City, MD

How much would you like to give?

Amount \$ 0.00

Memo

GIVE ONCE

Gift date Today

Fund

- Offertory
- Facilities and Maintenance
- Capital Improvements
- Poor Box
- The Jewel on the Hill
- Ash Wednesday

SUMMARY \$0.00 total

Continue

First, select the fund you would like to contribute using the down arrow within the **Fund** box. Using the bar on the right hand side, you can scroll through all of the identified funds, which includes items such as: Offertory, Holy Days, Yearly 2<sup>nd</sup> collections, Poor Box collections, and Capital Campaign/Jewel on the Hill.

St. Paul Ellicott City  
Ellicott City, MD

How much would you like to give?

Amount \$ 0.00

Fund Offertory

Memo

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

Gift date Today

SUMMARY \$0.00 total

Continue

Once you have selected the fund, enter the dollar amount you would like to contribute.

St. Paul Ellicott City  
Ellicott City, MD

How much would you like to give?

Amount: \$ 0.00 Fund: Offertory

Memo

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

EVERY WEEK EVERY 2 WEEKS EVERY MONTH TWICE A MONTH EVERY 3 MONTHS ANNUALLY

Start date: Today + END

SUMMARY \$0.00 every week

Continue

You can then select the frequency (***Give Multiple Times***) and the start date of your gift. You can repeat this process for all of your contributions, (each item: Offertory, Holy Days, 2<sup>nd</sup> Collections, and Capital Campaign\* are separate entries) by selecting the button ***+ Another Fund***. You can select Give Multiple Times to set up recurring contributions on a monthly or weekly basis. Once you have made all of your contribution entries, select the blue ***Continue*** button at the bottom.

How would you like to give?

CREDIT OR DEBIT BANK ACCOUNT

Account Number

Name On Card

Expiration Month: 07 Expiration Year: 2025 CVV

Billing Address 1 Billing Address 2

Billing City Billing State Billing Postal Code

SUMMARY \$100.00 every month

Back Give \$100.00

You can then enter your payment information on the next screen. Select either the ***“CREDIT OR DEBIT”*** or ***“BANK ACCOUNT”*** button and complete the required fields with your information. Review your summary of donations and then select the blue ***GIVE \$*** button at the bottom of the page.

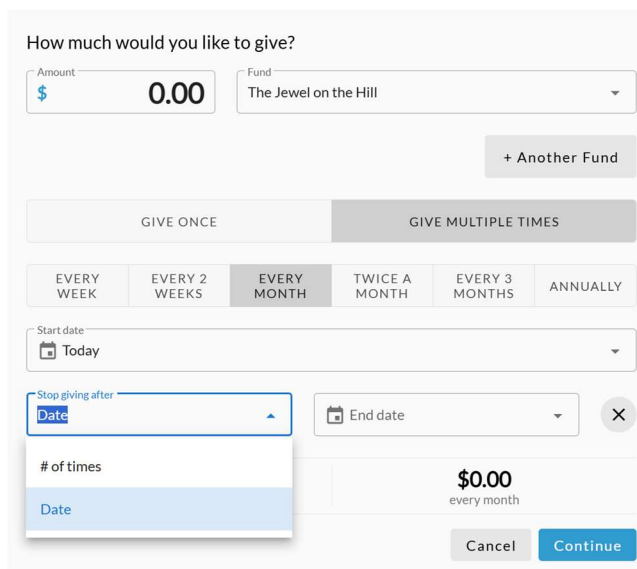
\* If you have pending Jewel on the Hill pledges remaining, it is probably best to do it as a separate gift from regular offertory so you can establish an End Date. You can gather the information from Faith Direct to see how many payments are left in the pledge by logging in to Faith Direct (<https://membership.faithdirect.net>) and clicking ***“View giving schedule for next 12 months”*** or looking under ***“My Campaign Contributions”*** to see how many payments are left in your pledge. The Jewel on

the Hill pledge can be entered separately from recurring monthly or weekly payments to have the same end date that was originally set up or to put in the number of remaining payments.

Click the **+ End** button to choose either the Date (e.g. 12/31/26) or # of Times. Then click **Continue**.



This screenshot shows the initial giving setup screen. At the top, there are two main tabs: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Below these, there are six frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", "EVERY 3 MONTHS", and "ANNUALLY". A "Start date" dropdown is set to "Today". A red box highlights the "+ END" button located to the right of the frequency options.

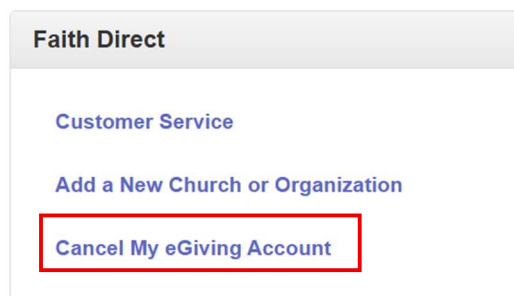


This screenshot shows the confirmation screen for a recurring gift. The title is "How much would you like to give?". The "Amount" is set to "\$ 0.00" and the "Fund" is "The Jewel on the Hill". There is a "+ Another Fund" button. Below this, the frequency selection screen is repeated, with "EVERY MONTH" selected. The "Stop giving after" dropdown is open, showing "Date" and "# of times" options. The "End date" field is empty. The amount "\$0.00 every month" is displayed. At the bottom, there are "Cancel" and "Continue" buttons.

## **Step 2: Closing Faith Direct Account**

Faith Direct is being bought out by Parish Soft. We recommend that all parishioners cancel their Faith Direct account after setting up the OnRealm account to ensure that they are not charged going forward.

This can be done by logging into Faith Direct (<https://membership.faithdirect.net/account>) and selecting "Cancel My eGiving Account."



This screenshot shows the "Faith Direct" account management menu. It has a header "Faith Direct" and three options: "Customer Service", "Add a New Church or Organization", and "Cancel My eGiving Account". The "Cancel My eGiving Account" option is highlighted with a red box.

After canceling, you can still download your 2025 Detailed Giving History for your records, which can be found on the main screen under Past Gifts.

Thank you for your support in this important transition to the new electronic giving vendor. We understand that this is a quick turn-around; we were just recently notified of the required change. If you have any questions or need help with the transition please reach out to myself or the parish office staff.

God Bless,

*Deacon George*  
Parish Manager