

# St. Anne Catholic Parish

## Tomball, Texas

### Donate with WeShare Online Giving

<HTTPS://STANNE-TOMBALL.WESHAREONLINE.ORG>

#### A Simple Guide to Online Giving

St. Anne Parish has now implemented and partnered with WeShare Online Giving to provide our parishioners a way to donate online through our website and set up a recurring or one-time payment option to donate to any of the collections listed on the website. The process is very simple and outlined here below for you. Simply click on the *WeShare Online Giving* link located on the *top left corner* of this page and it will take you directly to the online giving website. Once there you will follow the simple steps to creating an account that you will have access to enter and edit all your information to making a donation(s). Should you have any questions, please contact Cynthia Simper, Parish Accounting Coordinator by calling my direct number at 281-205-1180 or emailing me directly at [csimper@stanne-tomball.org](mailto:csimper@stanne-tomball.org)

#### How do I log in?

The Login button is located on the top-right corner of the site. If you already have an account, simply click on that button and enter your email address and password.

If this is your first visit to the site, simply click on any giving opportunity and begin donating, making a payment, or registering for an event. An account will be created and you will receive an email with temporary login information providing a twenty-four hour temporary password.

#### How do I make a donation?

Making a donation or payment is extremely simple. First, click on an individual collection. There will be 2 options: **Recurring Donation or Payment** and **One Time Donation or Payment**.

1. To begin a recurring donation or payment, you will first choose an amount and then select the donation frequency. Options include weekly, biweekly, monthly, quarterly, and annually.
2. You will then decide when to start and end your recurring donation or payment. You can choose to start your transaction right away or at a later date of your choosing. You can also choose a date for this recurrence to end.
3. Now you will select the payment source for your donations. Available options include Checking/Savings Direct Withdrawal, Debit Card, and Credit Card. You will then be prompted to enter your payment information.
4. Fill in your basic information.
5. Check the "I Agree" box and click the **Create Your Recurring Transaction** button to authorize the donation.

You may also choose to make a one-time donation or payment *that will be debited from your credit card or bank that day*. To do so, first click on a collection of your choice, then the **One Time Donation** or **One Time Payment** button. You can then choose a preselected payment

amount or enter in a custom amount. Once you have done so, you will proceed through the same payment and authorization process outlined for recurring donations or payments.

### **How do I change my recurring donation amount?**

1. Log in to the site and click the **Payments & Schedules** button.
2. Click **Edit** next to the donation you wish to change.
3. Type the new donation amount in the **Enter an Amount** box.
4. Click the **Apply Changes to Recurring Transaction** button to save your change.

### **How can I update my credit card or banking information?**

1. Log into your WeShare account.
2. Once logged in, click on the **Payments and Schedules** button.
3. Scroll down to the **My Payment Sources** menu.
4. Click the **Edit** button to edit the current expiration date. If you have a new credit card you would like to attach an existing donation, follow steps 5-8. Only click the **Delete** button if you wish to delete the current card/bank account and use another one.
5. Click the **Create a New Payment Source** button and select the payment type.
6. Enter in the payment information for your new payment source and click **Create**.
7. Click the **Edit** button next to the recurring donation you want to attach the new source to.
8. Select the new source from the drop-down menu and click the **Apply Change of Payment Source** button.

### **How do I reset my password?**

Click the **Login** button located in the top-right corner of the site. Then click the **If you've forgotten your password, click here** button and a temporary password will be emailed to you.