

# Instructions for current Online Givers converting to our new system

If you currently have an active online giving account through our old system, follow these steps to convert to our new system:

## To cancel your old account:

1. Log-on to your old profile (link can be found on the website under Stewardship, Old Online Giving System). If you can't remember your log-in information, select Forgot User ID or Password and enter the email address associated with the account.

2. Go to "My Active Online Giving" to view your current gifts.

3. Click on any gifts with "Active" as the Status.

3.



4. When the Gift Details come up, click "Cancel Gift" in the lower right corner and select "Ok" to cancel your gift.

5. You must do this for each active gift. When you finish this process your Active Online Giving should show no remaining gifts.

## To create an account on our new system:

1. Click the Donate button from our website and select "Create Account" in the upper right corner.
2. Enter your name and email address to send yourself an invitation email to create your new Username and Password. Please note, if you receive the error message "Sorry, we were unable to find a profile matching this information," please call the office to confirm your information.
3. Sign into your account on our new system and set up your recurring gifts.

Please call Mary Romag at the Parish Office (858.748.5348 x203) for help!

