



## ST. RAYMOND OF PENAFORT CATHOLIC CHURCH

Where God is Glorified & His People are Sanctified

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**Thank you for making the time to enroll on our electronic giving. Please follow these instructions. If you encounter any difficulties, please do not hesitate to contact Brandi in our Parish Office (215-549-3760 or [brandi@saintraymond.net](mailto:brandi@saintraymond.net)).**

### **STEP ONE: CANCEL Parish Giving Scheduled Contributions**

*Have you have been using this service for your electronic giving? Please follow the steps below. If you were not enrolled, go to Step Two.*

1. Go to [www.parishgiving.org](http://www.parishgiving.org)
2. Login using your username and password.
3. Select **SCHEDULES** tab from the top menu next to *Main* and *History*
4. Select **DEACTIVATE** for all scheduled contributions.
5. Select **SAVE CHANGES**
6. Select Main Tab, under links, **EDIT BILLING INFORMATION**
7. Next to the trash can, click the arrow to expand payment information
8. Select **DELETE THIS BILLING ACCOUNT** button, select **YES**, to confirm

### **STEP TWO: Setting up recurring gifts through Push Pay**

1. Go to [www.saintraymond.net](http://www.saintraymond.net)
2. Select **DONATE** button at the top right
3. Under Pushpay heading select **Donate Here**
4. Follow prompts to select... amount, frequency of giving, start date, and desired fund
5. When prompted, enter YOUR mobile number and a security code will be sent in a text.
6. Enter security code and select **CONFIRM**
7. Enter method of payment
8. Select **SCHEDULE RECURRING GIFT** button
9. A confirmation email will be sent once the gift is successfully set up

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