

1807 Field Ave, St Paul, MN 55116 | (651) 698-9443 | saintlukechurch.org

## How to Donate to St. Luke Online

When you donate online, you can pay with a credit card, debit card, or by withdrawal directly from a bank account (an EFT transaction). ETF transactions are preferred because the fees are lower.

## To enter a donation the first time:

- Click the following link to open the online donation page:
  St. Luke online donation page
- 2. Enter the amount of your donation in the General Fund box.
- 3. For **Donation Frequency**, specify whether the donation is one-time or recurring (weekly, every two weeks, monthly, or twice a month).
- 4. For **Donation Start Date**, specify the date you want to make your donation or your first donation if recurring.
- 5. For recurring donations, you can specify a **Donation Stop Date**. Leave this blank for one-time donations or if recurring donations are ongoing.
- 6. Enter your name, street address, and email address. (Phone number is optional.)
- 7. Select how you want to pay and provide the payment details. The fees we are charged are lower if you choose Checking or Savings. If you prefer to use a credit or debit card, consider checking the box to give an additional 2.5% to offset the processing fees.
- 8. To save your profile (recommended), click **Select Password** and enter a password for the next time you log in. This will save you time for future donations and enable you to view your payment history.
- 9. Click I'm not a robot and follow the instructions.
- 10. Click **Process**. You will see a confirmation page and will receive a confirmation email.
- 11. Click **Log Off** to exit the donation page (strongly recommended for security reasons).

## To log in to your account once you've created it.

- 1. Click the following link to open the online donation page: St. Luke online donation page
- 2. Enter your email address and password and then click Log In.
- 3. From here, you can view past transactions, make another donation, stop recurring transactions, or edit your profile information.
- 4. Click Log Off when you are finished.