

J.S. PALUCH COMPANY, INC.

Parishioner Guide to Using e-Contributions

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Access e-Contributions

Open Internet Explorer and type www.e-paluch.com. Click Login, enter your **Username** and **Password** then click the **Login** button.

Membership Login

Please enter your Username and Password.

Forgot your Password? Click [here](#).

Username:

Password:

If you forget your password, click the link **here**. Enter your username and your registered e-mail address then click **Submit**.

Forgotten Password

Enter your username

Enter your registered e-mail address

Go to the e-Contributions section and click an e-Contributions link

e-CONTRIBUTIONS	REPORTS
<ul style="list-style-type: none">» View your e-contributions subscriptions» Add e-contribution subscription» Edit Payment Info» Change Payment Type	<ul style="list-style-type: none">» Print a report of your e-contributions

After clicking a link on the main screen the following e-Contributions options are available on the left menu bar

- e-Contributions**
- View e-Contributions
- Add e-Contribution
- Edit Payment Information
- Change Payment Type
- e-Contributions Report
- Parish E-mail

Add e-Contributions

Use the **Add e-Contributions** option to create an e-Contributions donation. When you click the **Add e-Contributions** link the fund selection screen will appear.

Fund Selection

St. Mary Parish

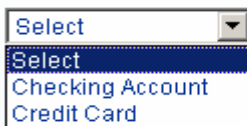
Select from the List of Available Funds

	Number	Name	Start Date	End Date	Description
<input type="button" value="Select"/>	101	Sunday Offering	9/1/2006		Weekly Offering
<input type="button" value="Select"/>	300	Maintenance	9/1/2006	9/1/2010	Roof Fund

Click the **Select** button next to the available fund you would like to add. Next select a payment type either **Checking Account** or **Credit Card**.

Select Payment

Please select the payment type from the drop down menu below:



The **Parishioner's Authorization** screen will appear for the checking account or credit card account. Click the **I Accept** or **I do not Accept** button.

Parishioner's Authorization

Credit Card Billing Authorization

I (We) hereby authorize the J.S. Paluch Co., Inc ("Company") to bill the credit card(s) listed below according to the specifications selected. This authorization remains in effect until Company receives written notification from cardholder to terminate this authorization or until Company no longer provides the service being billed.

After clicking the **I Accept** button, you will be prompted to select the processing option. A detailed description of each processing option follows. Note: The available processing options vary per parish.

Processed on 1st Day of the Month

The **Processed on 1st Day of the Month** option processes transactions once a month on the first business day of the month. You can select the following frequencies: One Time, Weekly, Monthly, Quarterly, Semiannually, and Annually.

Frequency	Processed on 1st day of the Month
One Time	Transactions will be processed one time on the 1 st business day of the following month, based on the start date you select.
Weekly	Transactions will be processed on the 1 st business day of the month for each Sunday in the month, based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Monthly	Transactions will be processed on the 1 st business day of the month based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Quarterly	Transactions will be processed on the 1 st business day of the month based on the start date you select. After the 1 st transaction is processed, the transaction will process on the 1 st business day of every 3 rd month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Semiannually	Transactions will be processed on the 1 st business day of the month based on the start date you select. After the 1 st transaction is processed, the transaction will process on the 1 st business day of every 6 th month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Annually	Transactions will be processed on the 1 st business day of the month based on the start date you select. After the 1 st transaction is processed, the transaction will process on the 1 st business day of every 12 th month. Transactions will stop processing based on the end date you select or when you cancel the contribution.

Processed on the 16th Day of the Month

The **Processed on 16th Day of the Month** option processes transactions on the 16th day of the month. If the 16th day of the month is not a business day, the transactions will be processed on the next business day after the 16th. You can select the following frequencies: One Time, Weekly, Monthly, Semimonthly (processes on the 1st and the 16th), Quarterly, Semiannually, and Annually.

Frequency	Processed on 16th day of the Month
One Time	Transactions will be processed one time on the 16 th business day of the month, based on the start date you select.
Weekly	Transactions will be processed on the 16 th business day of the month for each Sunday in the month, based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Monthly	Transactions will be processed on the 16 th business day of the month based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Semimonthly	Transactions will be processed on the 1 st and the 16 th business day of each month based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Quarterly	Transactions will be processed on the 16 th business day of the month based on the start date you select. After the 1 st transaction is processed, the transaction will process on the 16 th business day of every 3 rd month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Semiannually	Transactions will be processed on the 16 th business day of the month based on the start date you select. After the 1 st transaction is processed, the transaction will process on the 16 th business day of every 6 th month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Annually	Transactions will be processed on the 16 th business day of the month based on the start date you select. After the 1 st transaction is processed, the transaction will process on the 16 th business day of every 12 th month. Transactions will stop processing based on the end date you select or when you cancel the contribution.

Processed on Mondays

The **Processed on Mondays** option processes transactions on Mondays. If the Monday is a business day, the transactions will be processed on the next business day after the Monday. You can select the following frequencies: One Time, Weekly, Monthly, Quarterly, Semiannually, and Annually.

Frequency	Processed on Mondays
One Time	Transactions will be processed one time on the selected Monday or on the following Monday, based on the start date you select.
Weekly	Transactions will be processed every Monday, based on the start date you select. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Monthly	Transactions will be processed on the 1 st Monday based on the start date you select. After the 1 st transaction is processed, the transaction will process on every 1 st Monday of the month. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Quarterly	Transactions will be processed on Monday based on the start date you select. After the 1 st transaction is processed, the transaction will process every 13 th Monday from the start date. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Semiannually	Transactions will be processed on Monday based on the start date you select. After the 1 st transaction is processed, the transaction will process every 26 th Monday from the start date. Transactions will stop processing based on the end date you select or when you cancel the contribution.
Annually	Transactions will be processed on Monday based on the start date you select. After the 1 st transaction is processed, the transaction will process every 52 nd Monday from the start date. Transactions will stop processing based on the end date you select or when you cancel the contribution.

How to Use e-Contributions

Select the appropriate processing option then click the **Continue** button.

<input checked="" type="radio"/> Processed on 1st Day of the Month	
<input type="radio"/> One Time	1st day of the following month
<input type="radio"/> Weekly	1st day of each month (Based on number of Sundays in each month.)
<input checked="" type="radio"/> Monthly	1st day of each month
<input type="radio"/> Quarterly	1st day of every 3rd month
<input type="radio"/> Semiannually	1st day of every 6th month
<input type="radio"/> Annually	1st day of every 12th month
<input type="radio"/> Processed on the 16th Day of the Month	
<input type="radio"/> One Time	16th day of the month
<input type="radio"/> Weekly	16th day of each month (Based on number of Sundays in each month.)
<input type="radio"/> Monthly	16th day of each month
<input type="radio"/> Semimonthly	1st AND 16th day of each month
<input type="radio"/> Quarterly	16th day of every 3rd month
<input type="radio"/> Semiannually	16th day of every 6th month
<input type="radio"/> Annually	16th day of every 12th month
<input type="radio"/> Processed on Mondays	
<input type="radio"/> One Time	Selected Monday or Following Monday from start date
<input type="radio"/> Weekly	Each Monday
<input type="radio"/> Monthly	Every first Monday of each month from start date
<input type="radio"/> Quarterly	Every 13th Monday from start date
<input type="radio"/> Semiannually	Every 26th Monday from start date
<input type="radio"/> Annually	Every 52nd Monday from start date
<input type="button" value="Continue"/>	

After you select the processing option, enter the information for the fund selected.

View e-Contributions

The **View e-Contributions** option allows you to view a list of your e-Contributions. The Fund Name, Frequency, Proc Frequency, Amount, Start Date, End Date, Status and the “As of today your total payment of \$\$ will be processed on ###/###/#####” will be displayed on the screen. Click the **Edit** button to update your e-Contributions fund information. Click the **Cancel** button to cancel your e-Contributions to the selected fund. To view your cancelled e-Contributions select **Click here to view canceled e-Contributions**.

[Click here to view canceled e-Contributions.](#)

Fund Name	Frequency	Proc Frequency	Amount	Start Date	End Date	Status
Maintenance	Monthly	1st day	\$ 50	9/1/2006	9/1/2007	Active
Edit						Cancel
As of today your total payment of \$50 will be processed on 10/1/2006						
Sunday Offering	Weekly	1st day	\$ 25	9/1/2006	9/1/2012	Active
Edit						Cancel
As of today your total payment of \$125 will be processed on 10/1/2006						

Edit Option

When you click the **Edit** button, you can edit the Envelope Number, Frequency, Amount and End Date. The reminder option can be used with the weekly frequency only, check the reminder box to receive weekly email reminders.

Collection(s) Subscriptions

Fund Name: Sunday Offering

Envelope: Enter NA if you don't have envelop number available.

Frequency:

Payment Frequency: 1st day

Amount: \$

Start Date: 9/1/2006

Next Trans Date: 10/1/2006

End Date:

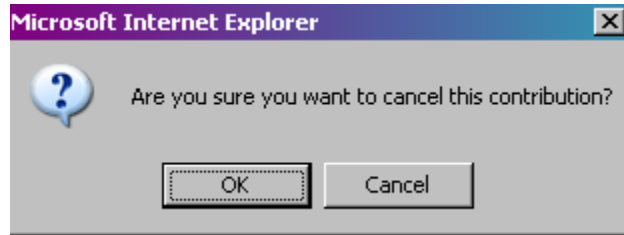
Yes, please send me weekly reminders to approve my contribution.

[Update](#)

Click the **Update** button to save your changes.

Cancel Option

When you select **Cancel** the following window will appear. If you click **OK** the fund will be cancelled (this is not reversible). Click the **Cancel** button in the example below, if you do not wish to cancel the contribution.



View Canceled e-Contributions Option

When you select the **Click here to view canceled e-Contributions** option, the example below displays the cancelled contributions either by the parish, the parishioner, or both.

Cancelled Contributions

Fund Name	Frequency	Proc Frequency	Amount	Start Date	End Date	Cancel Date
Sunday Offering	Annually	1st day	\$ 10000	8/14/2007	9/1/2007	8/14/2007
<i>You have chosen to cancel this fund.</i>						
Sunday Offering	Weekly	1st day	\$ 0.01	8/14/2007	8/14/2007	8/14/2007
<i>This fund has been cancelled by your parish.</i>						

Edit Payment Information

The **Edit Payment Info** option is used to update payment information. When you click the **Edit Payment Info** link you can view a list of your payment Fund Name, Frequency, Amount, and Payment Type.

Change Payment Type

The **Change Payment Type** option is used when you need to change your payment type to checking account or credit card. When you click the **Change Payment Type** link you can view a list of your payment information's Fund Name, Frequency, Amount, and Payment Type. Click the **Edit** button to select a different payment method and select the correct payment information then click **Submit**.

e-Contributions Report

The **e-Contributions Report** option is used to view your e-Contribution transaction information. You can run the report of transactions processed by Credit Card, Bank Account, or Both. The e-Contributions report can be sorted by Date or by Fund. You can run the report for a selected Church, Fund, and Date Range.

Parish E-Mail

The **Parish E-mail** option allows you to receive notification regarding e-Contributions from your church. For an example, if your church establishes a new fund and sends out a mass mailing. By your selection of **Yes, send me e-mail notifications** you will receive an e-mail. If you wish to cancel e-mail notifications select **No, stop sending me e-mail notifications**.

Make your selection then click **Update**.

Update e-mail options

If you wish to receive e-mail notifications regarding e-Contributions from your church please select the option below:

Yes, send me e-mail notifications.
 No, stop sending me e-mail notifications.