

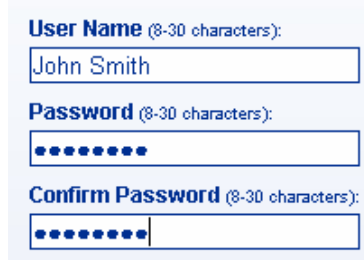
Parishioner Setup Using e-Paluch.com

How to Setup an e-Contributions Parishioner Account

Open up your Internet Explorer and type in www.e-paluch.com

Step 1: Select "Parishioner Sign-Up"

Step 2: Enter your user name and password and then click "Continue"



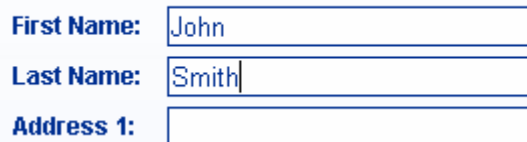
User Name (8-30 characters):
John Smith

Password (8-30 characters):
••••••••

Confirm Password (8-30 characters):
••••••••

Step 3: Enter all of your personal information as listed on the page, then click "Continue"

Please enter the requested information in the fields provided below:



First Name: John

Last Name: Smith

Address 1:

Step 4: Select Your State

Step 5: Select Your Church

Step 6: Confirm your information and then click "Continue"

Step 7: Select e-Contributions and then click "Continue"

Step 8: Please review the how e-Contributions are processed information, either click the "Continue" or "Back" button. In this case, select "Continue"

Step 9: Select the fund(s) you would like to contribute to (see example below)

| | Number | Name | Start Date | End Date |
|--------|--------|-----------------|------------|-----------|
| Select | 101 | Sunday Offering | 1/1/2001 | |
| Select | 102 | Holy Days | 3/1/2005 | 3/31/2005 |

Step 10: Select your payment method (Checking Account or Credit Card)

Step 11: Review the authorization page. To continue, select "I Accept"

Step 12: Select a processing frequency and then click "Submit"

Parishioner Setup Using e-Paluch.com

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"/> Semi-Annually | 1st day of every 6th month |
| <input type="radio"/> Annually | 1st day of every 12th month |

Step 13: Enter the payment information and then click "Submit"

Fill in the information for the fund selected

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

Amount: \$.00

Frequency: Monthly

Payment Frequency: 1st day
[if you selected One Time frequency you do not need to select End Date]

Start Date:

End Date:

Credit card information (as appears on card)

Type:

Number:

Expiration Date: /

Card Code: What is card code?

Name:

Mailing Address:

City:

State:

Zip:

Yes, please send me weekly reminders notifying me when I will be billed for my e-contributions.

Step 14: At this point, you may select another Fund or continue by selecting "No"

Step 15: Verify your information and select "Continue" if all information is accurate

Registration

Your Registration is Complete!

Thank you!