



Automated Giving for St. Nicholas Church

Set Up Your GiveCentral Account

- Go online to www.givecentral.org.
- A start up guide is available at the bottom of the home page. You can view or print these instructions.
- To continue, click on the yellow button labeled **New Users REGISTER**.
- On the next page select **Archdiocese of Chicago**. Click **Next**.
- On the next page, type **Nicholas** in the Location box. Click on **St Nicholas Church** that will appear in a blue box. Click **Continue**.
- The next page lists all available collections for St. Nicholas Church. **GiveCentral** refers to each collection as an “event.”
 - Enter start date, frequency, and amount. (IMPORTANT: The start date that appears is the next date on which that specific collection is scheduled.)
 - **Please make sure to select a “Start Date” for Sunday Offering. Enter your preferred date in the “Start Date” box.**
 - Leave “Dependant” box blank.
- At the bottom of the page, select your association with St. Nicholas Church. Click **Next**.
- Review your registration information. Click on **Continue to Payment**.
- On the next page, choose a login name, password, and provide other profile information. Click **Next**.
- On the next page provide payment information. Once you have completed the payment information you will be prompted to choose a payment method for each “event.” You can set up multiple payment methods (electronic check and credit card.) This allows you the option to use different methods of payment for different collections, if you choose. When done, click **Finish**.
- You will receive an acknowledgement email for each of your selections. Thank you!

Future Modifications to Your GiveCentral Account

- You can return to your **GiveCentral** account anytime to update payment amounts, payment dates, credit card or bank information, address, email, etc.
- You also can access your contribution reports at any time.
- If you have any questions or concerns about your account with **GiveCentral**, please call Suzanne Lefevre in the Parish Office at (847) 864-1185 x24 (Monday-Friday, 9-5).