



Our Lady of Perpetual Help
St. Mary's Catholic Church
815 Broadalbin St. SW Albany, OR 97321-2469

INSTRUCTIONS ON SETTING UP AND ACCESSING ONLINE GIVING ACCOUNT

1. Go to St. Mary's website: <https://stmarysalbany.com/>

St. Mary's Parish Albany

TRANSLATE:

HOMILIES & HAPPENINGS LITURGY & MINISTRIES RELIGIOUS ED & SACRAMENTS FUNERAL PLANNING HISPANIC **DONATE** ABOUT

Quick Links

- Mass Schedule
- Parish Calendar
- Staff and Parish Council

Menus

- Home
- About Us
 - Office Information
 - History of St. Mary's
 - Strategic Plan

Welcome to
Our Lady of Perpetual Help
St. Mary's Catholic Church
Albany, Oregon

2. Click on DONATE on the upper right portion of the parish website.

3. After clicking on the link, it will bring you to a secure website.



Online Donation

[View Mobile Site](#) [Return to our Home Page](#)
[Español](#)

Donations

If you've already created a profile, please "Log In" on the right, otherwise continue.

GENERAL FUND:	<input type="text" value="0.00"/>
The General Fund is used for the day-to-day operation of the parish and its programs.	
HOLY DAY:	<input type="text" value="0.00"/>
Offerings for special or holy days of obligation during the liturgical year.	
ESTATE /MEMORIAL FUND:	<input type="text" value="0.00"/>
St. Mary's welcomes your consideration of a gift or bequest in your estate.	
LOCAL CHARITIES:	<input type="text" value="0.00"/>
You can support local charities that lend assistance to our parish.	
SPECIAL CONTRIBUTION:	<input type="text" value="0.00"/>
Make a special contribution to help our parish.	
REPAIRS AND MAINTENANCE:	<input type="text" value="0.00"/>
Your donation helps with the ongoing upkeep of our parish buildings and facilities.	
BUILDING & IMPROVEMENTS:	<input type="text" value="0.00"/>
Donations will be used for capital expenditures to implement church programs.	
FAMILY CRISIS FUND:	<input type="text" value="0.00"/>
The Family Crisis Fund was established to help parish families who are in need.	
ST. MARY'S RELIGIOUS EDUCATION:	<input type="text" value="0.00"/>
Provides Catholic education for the youth and young adults of our parish.	
SOUP KITCHEN:	<input type="text" value="0.00"/>
St. Mary's Soup Kitchen serves meals to the hungry of our community.	
LITURGY FUND:	<input type="text" value="0.00"/>
Your donation to the liturgy fund will provide support for the communal worship of our parish.	
Total:	\$0.00

Log In help

Email Address:

Password:

[Forgot your Email Address or Password?](#)

Create Your Online Profile

4. Create your new profile.

5. Enter your email address and confirm.

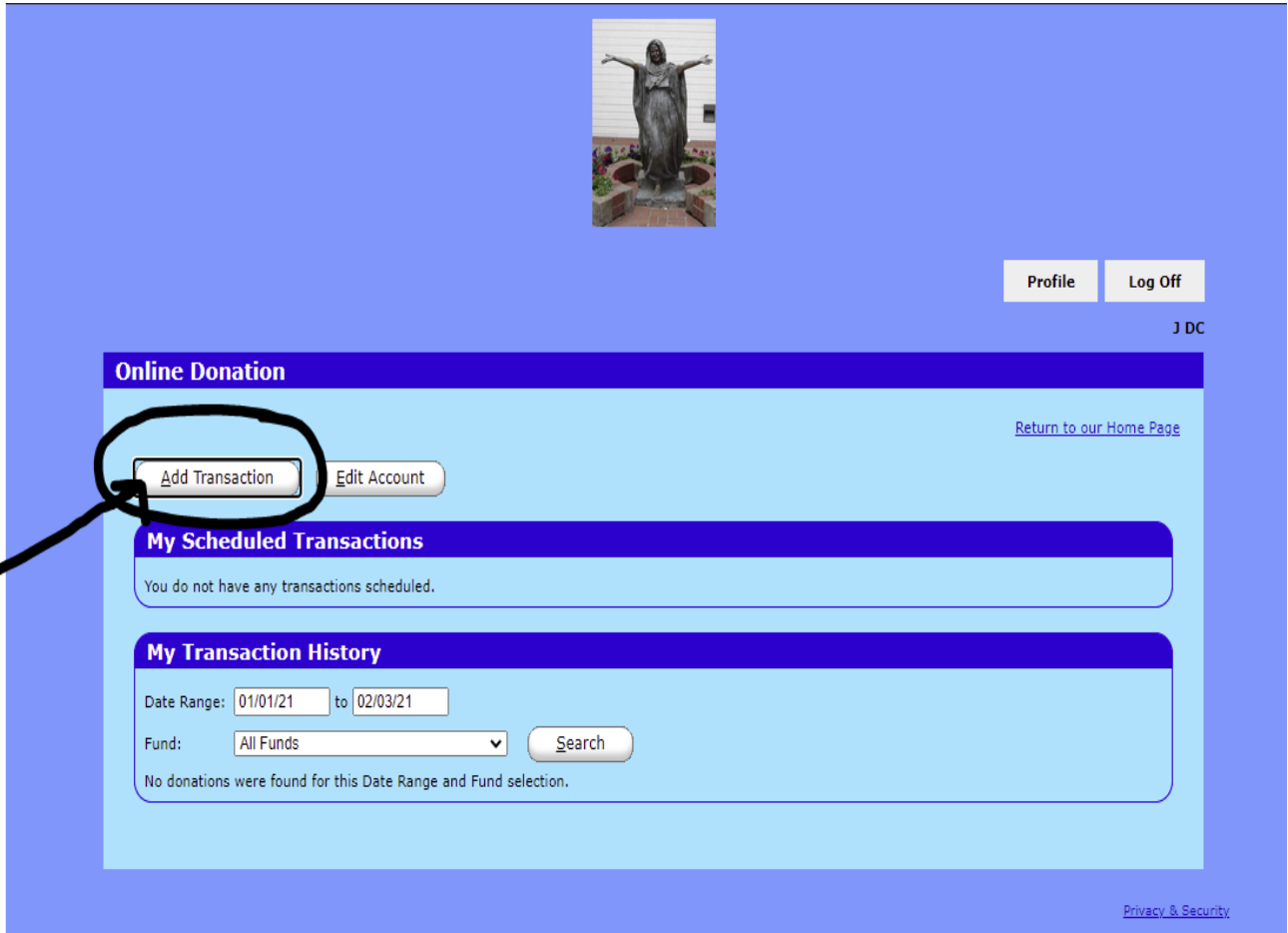
The screenshot shows the 'Online Donation' page with a dark blue header. In the top right corner, there is a link: [Return to our Home Page](#). The main content area is light blue and contains two rounded rectangular boxes. The left box is titled 'Create Profile' and contains the text: 'Enter a valid email address below. This will be used as your User ID.' Below this text are two input fields: 'Email Address:' and 'Confirm Email Address:'. A 'Continue' button is located at the bottom of this box. The right box is titled 'Privacy Notice' and contains two paragraphs of text. The first paragraph states: 'You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by St Marys Catholic Church to process your online transactions.' The second paragraph states: 'The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.' A third paragraph states: 'The password you select is also important in protecting your information; keep it secure and follow the best practices suggested [here](#). View Vanco's Privacy and Security Policy by clicking [here](#).' At the bottom right of the page, there is a link: [Privacy & Security](#).

6. Fill out with your personal information and create a password.

The screenshot shows the 'Online Donation' page with a dark blue header. In the top right corner, there is a link: [Return to our Home Page](#). The main content area is light blue and contains a rounded rectangular box titled 'Profile'. This box contains several input fields: 'First Name: (required)', 'Last Name: (required)', 'Address 1: (required)', 'Address 2:', 'City: (required)', 'State / Zip: (required)' (with two separate input boxes for state and zip), 'Phone Number:', 'Email Address: (required)' (with a pre-filled value ending in '@yahoo.com'), 'Confirm Email Address: (required)' (with a pre-filled value ending in '@yahoo.com'), 'Enter Password: (required)', and 'Re-Enter Password: (required)'. To the right of the password fields, there is a section titled 'Password requirements:' with a list of rules: '- Must be at least eight characters', '- Must include at least one letter and one number', '- Cannot be identical to your first name, last name or email address', '- Cannot be reused', '- Passwords are case sensitive', and '- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than * " or >'. At the bottom of the 'Profile' box, there is a 'Create Profile' button, which is circled in black with a hand-drawn arrow pointing to it. At the bottom right of the page, there is a link: [Privacy & Security](#).

7. Take note of your password. Click on Create Profile button when done.

8. To choose which funds to donate to, click on Add Transaction button.



9. Choose specific fund/s and indicate amount/s.

[Summary](#) [Profile](#) [Log Off](#)

[Return to our Home Page](#)

Online Donation

Donations

GENERAL FUND: <small>The General Fund is used for the day-to-day operation of the parish and its programs.</small>	<input style="width: 80%;" type="text" value="25.00"/>
HOLY DAY: <small>Offerings for special or holy days of obligation during the liturgical year.</small>	<input style="width: 80%;" type="text" value="0.00"/>
ESTATE /MEMORIAL FUND: <small>St. Mary's welcomes your consideration of a gift or bequest in your estate.</small>	<input style="width: 80%;" type="text" value="0.00"/>
LOCAL CHARITIES: <small>You can support local charities that lend assistance to our parish.</small>	<input style="width: 80%;" type="text" value="0.00"/>
SPECIAL CONTRIBUTION: <small>Make a special contribution to help our parish.</small>	<input style="width: 80%;" type="text" value="0.00"/>
REPAIRS AND MAINTENANCE: <small>Your donation helps with the ongoing upkeep of our parish buildings and facilities.</small>	<input style="width: 80%;" type="text" value="0.00"/>
BUILDING & IMPROVEMENTS: <small>Donations will be used for capital expenditures to implement church programs.</small>	<input style="width: 80%;" type="text" value="0.00"/>
FAMILY CRISIS FUND: <small>The Family Crisis Fund was established to help parish families who are in need.</small>	<input style="width: 80%;" type="text" value="0.00"/>
ST. MARY'S RELIGIOUS EDUCATION: <small>Provides Catholic education for the youth and young adults of our parish.</small>	<input style="width: 80%;" type="text" value="0.00"/>
SOUP KITCHEN: <small>St. Mary's Soup Kitchen serves meals to the hungry of our community.</small>	<input style="width: 80%;" type="text" value="25.00"/>
LITURGY FUND: <small>Your donation to the liturgy fund will provide support for the communal worship of our parish.</small>	<input style="width: 80%;" type="text" value="0.00"/>
Total:	\$50.00

10. On the bottom portion, choose donation frequency from the dropdown menu and indicate start date and end date (if applicable). Options are: One Time, Weekly, Biweekly, Monthly, Semi-Monthly, Quarterly, and Annual.

Donation Frequency:

Consider Recurring Donations

Recurring donations provide a steady stream of support. It is a great way to manage charitable giving without the worry of missing a payment- you set the frequency, select the payment method and your gift continues to give over time.

Donation Start Date: mm/dd/yy

Donation End Date: (optional) mm/dd/yy

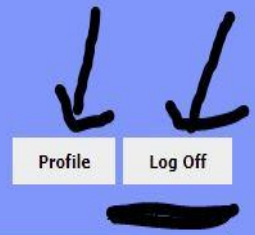
11. To log back into your account, just follow steps 1 and 2.

The screenshot shows a web page titled "Online Donation" with a blue header. On the right side, there are links for "View Mobile Site" and "Return to our Home Page". The main content area is divided into two sections. The left section, titled "Donations", lists various funds with input fields set to "0.00":

- GENERAL FUND: 0.00 (The General Fund is used for the day-to-day operation of the parish and its programs.)
- HOLY DAY: 0.00 (Offerings for special or holy days of obligation during the liturgical year.)
- ESTATE /MEMORIAL FUND: 0.00 (St. Mary's welcomes your consideration of a gift or bequest in your estate.)
- LOCAL CHARITIES: 0.00 (You can support local charities that lend assistance to our parish.)
- SPECIAL CONTRIBUTION: 0.00 (Make a special contribution to help our parish.)
- REPAIRS AND MAINTENANCE: 0.00 (Your donation helps with the ongoing upkeep of our parish buildings and facilities.)
- BUILDING & IMPROVEMENTS: 0.00 (Donations will be used for capital expenditures to implement church programs.)
- FAMILY CRISIS FUND: 0.00 (The Family Crisis Fund was established to help parish families who are in need.)
- ST. MARY'S RELIGIOUS EDUCATION: 0.00 (Provides Catholic education for the youth and young adults of our parish.)
- SOUP KITCHEN: 0.00 (St. Mary's Soup Kitchen serves meals to the hungry of our community.)
- LITURGY FUND: 0.00 (Your donation to the liturgy fund will provide support for the communal worship of our parish.)

A "Total:" row at the bottom shows "\$0.00". The right section, titled "Log In", contains a "Log In" button, a "help" link, and a "Forgot your Email Address or Password?" link. Below this is a "Create Your Online Profile" section with a "Create Profile" button. A black circle highlights the "Log In" form, and a black arrow points from the left towards it.

12. It will bring you to this page (see next image). You have access to edit your profile, saved bank account information, add transactions to donate to other funds, edit or delete existing scheduled transactions and view your transaction history.



Online Donation

[Return to our Home Page](#)

[Add Transaction](#) [Edit Account](#)

My Scheduled Transactions

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
03/01/21	GENERAL FUND	25.00	50.00	2525	Monthly	Edit Delete
	SOUP KITCHEN	25.00				

My Transaction History

Date Range: to

Fund:

Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
02/01/21	CC	GENERAL FUND	25.00	50.00	2525	Monthly		
		SOUP KITCHEN	25.00					

[Privacy & Security](#)

13. When you click on PROFILE, you can access and update your personal contact information. Please refer to Steps 6 & 7.
14. When you click on ADD TRANSACTION or donate to additional funds it will bring you to the Donation page. Please refer to Steps 9 & 10.
15. When you click on EDIT ACCOUNT, you can access and update your saved bank information.



[Profile](#)

[Log Off](#)

Online Donation

[Return to our Home Page](#)

Edit Account

Checking Account [Edit Delete](#)
Routing: 325070760
Account: XXXXX8372

Credit Card [Edit Delete](#)
Account: XXXXXXXXXXXX2525
Card Type: Visa
Expiration Date: 10/2024

[Return To Summary](#)

16. You can log off when done or return to our home page which will bring you back to our parish website in Step #1.



Online Donation

[Return to our Home Page](#)

You have been successfully logged off.
[Return to our Home Page](#)

[Privacy & Security](#)



Online giving is an efficient way of giving contributions to the parish. It reduces the need of volunteer hours to count the money for deposit and printing of parish envelopes for mailing and distribution. It is set up to go directly to the parish bank account. Reports can be accessed easily by the parishioners and the parish finance office.

If you have questions or need assistance in setting up or accessing your online account, please don't hesitate to call our Finance Director, Joy De Castro, at (541) 926-1449 Ext. 305 or email at jdecastro@archdpdx.org.

Thank you for all your generous support for our parish. May God continue to bless you.