

Directions for Making Online Donations

As we continue our “social distancing”, donations to St. David’s can be submitted through the mail or online. If you already use online banking, just add St. David’s to your online bill pay vendors (contact your personal bank for instructions if you need help).

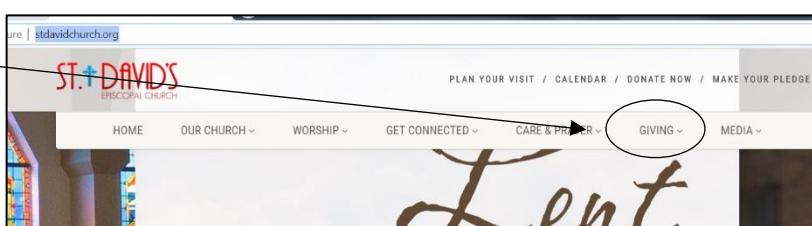
Or you can submit payments through St. David’s merchant vendor, SubSplash, using a credit or debit card, or linking your checking account. To do this:

1. Go to the St. David’s website:

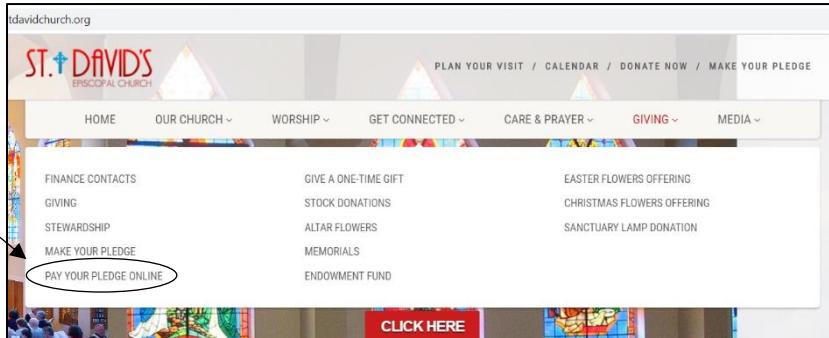
www.stdavidchurch.org



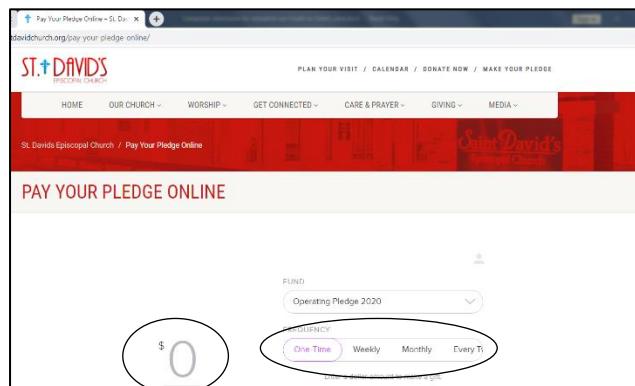
2. Scroll the mouse over the **Giving Tab** (top right) until drop-down menu appears.



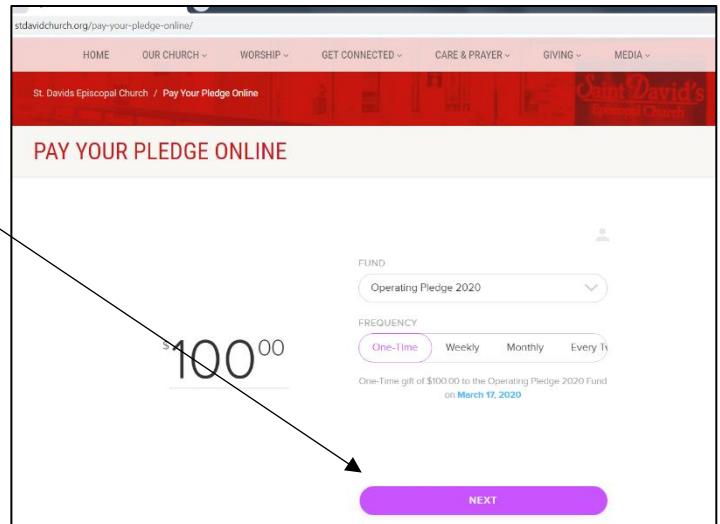
3. Click on **Pay your pledge online**



4. Enter the amount you want to donate, then click on your preferred frequency (One-Time, Weekly, Monthly, Every Two Week, Twice a Month) to select it.

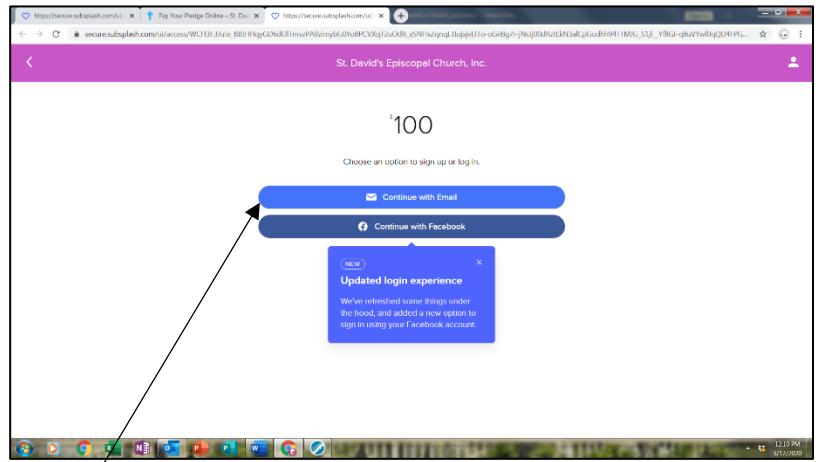


5. Once your donation choices are complete, click Next.



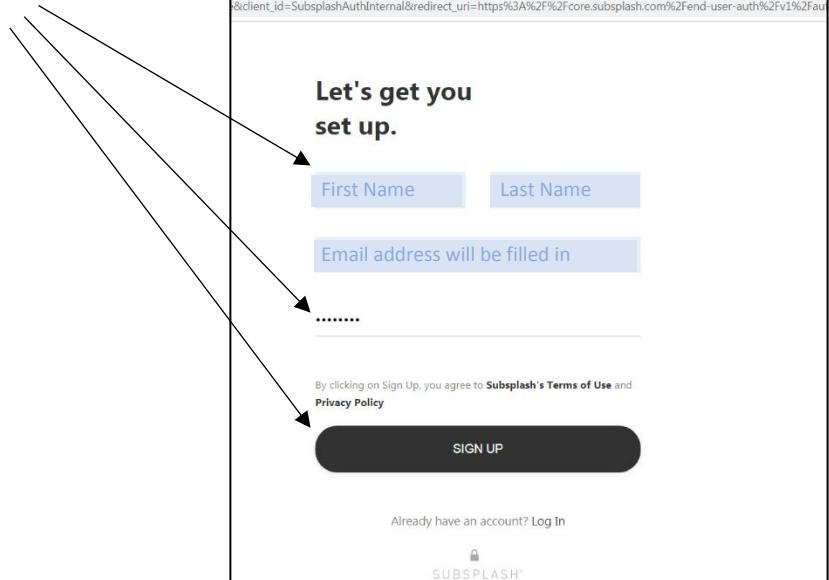
6. This next screen connects you to St. David's merchant account, SubSplash. If you have already set up an account with SubSplash, then you can just Login with your email or through Facebook.

If you don't have an account, use this same page to create one. Our example uses email to create a new account.

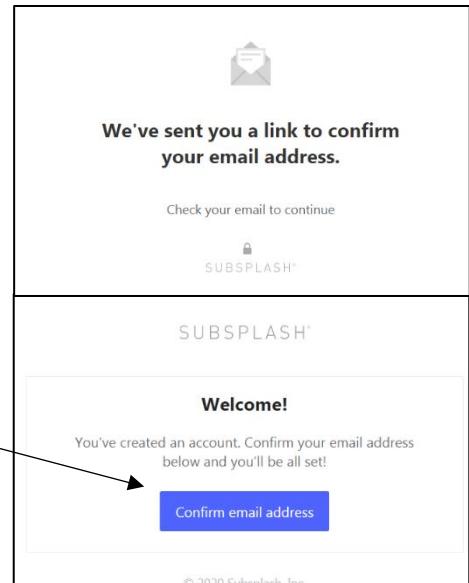


7. To create a new account, click on Continue with Email

8. Enter your first and last name and create a password, then click Sign Up.



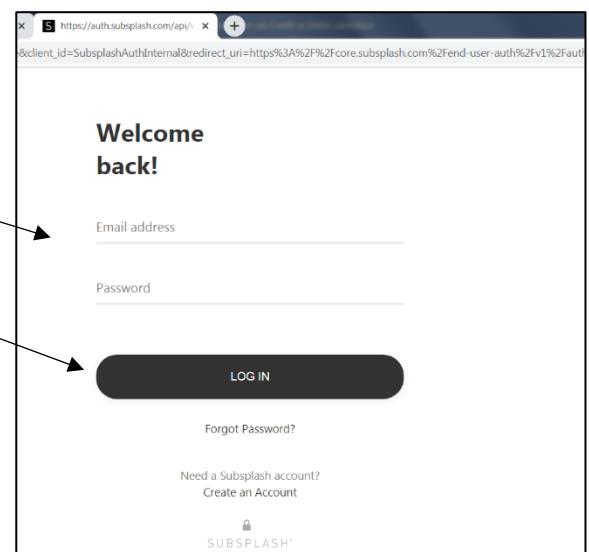
9. You should receive a notice that an email has been sent with a link to confirm your email address.



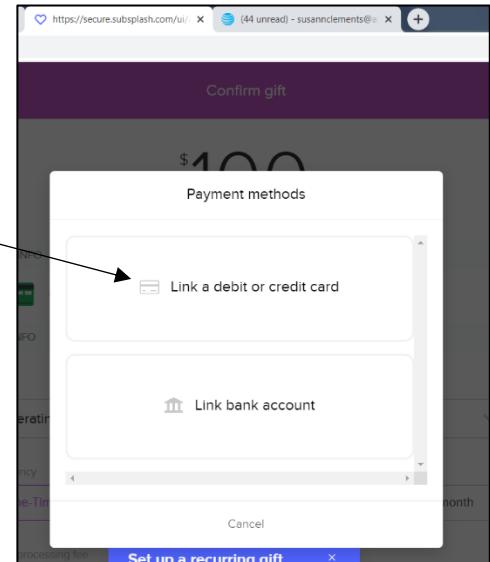
10. Sign into your email and open the message from SubSplash. In your email, click on Confirm email address

11. You'll get a notification that says "Success! Your account is now active." Please return to the Church Website and follow steps 1-6 login to your new SubSplash account.

12. This time, when you click "Continue with Email," you should get this login screen. Enter your new login information, email and password and click Log In

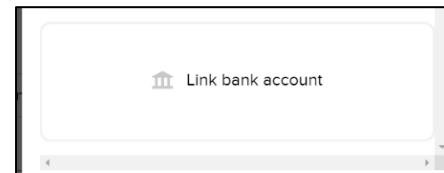


13. This will take you directly into SubSplash, the payment methods screen. You can choose either to link a debit or credit card, or link your bank account.



14. To link **DEBIT OR CREDIT CARD**: click the top option and enter your card information for your donations. After you have entered your card information, St. David's may require you to provide a mailing address. You will need to fill out your mailing address information before you can submit your gift. Once complete you can review and confirm your gift.

15. To **LINK BANK ACCOUNT**: click the second option.



Complete the information on this screen and click [Link](#).

Your account will now be listed as unverified.

A screenshot of a "Link bank account" form. The form includes fields for "Account type" (set to "Personal"), "Name on account", "Routing number", "Account Number", and "Confirm Account Number". At the bottom, there are "Cancel" and "Link" buttons, with the "Link" button highlighted in purple. A black arrow points from the text above to this purple "Link" button.

16. Because of security issues, we do not have screen shots of the following steps.

17. To verify your bank account, SubSplash will transfer 2 deposits of less than \$1.00. It can take up to 3 business days for these deposits to appear in your bank account.

18. Look for 2 deposits labeled "SubSplash". SubSplash will send 2 email reminders to check your email account with the subject "Bank Account Ready to Verify".

19. These deposits will only stay in your account for 3 days. They will then be withdrawn by SubSplash.

20. Log back in to your SubSplash account by following steps 1-6 above. Click "Payment Methods" and select the unverified account and enter the amount of the 2 SubSplash deposits. Your bank account is then successfully linked and verified. You can begin using your bank account as a payment method.

GOOD LUCK!