


Saint Finbar eContribution Program

How to Setup a Saint Finbar eContribution Account

Open your Web browser (Safari or Internet Explorer, etc.) and type in www.e-paluch.com

Step 1: Select **Register** then click **Parishioner Sign-Up**

Step 2: Enter your state's 2 letter abbreviation **CA**, then click on the magnifying glass  or press enter

Step 3: Select your church from the list by clicking on the row

St. Finbar Church	2010 West Olive Avenue , Burbank CA, 91506	(818) 846-6251
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Step 4: Enter all of the required information as listed on the page then click **Submit**

Step 5: Go to the left panel under Parish Services and select **e-Contributions**

Parishioner Settings
Your Profile
Change Password
Parishioners FAQs
Parishioner Services
e-Publications
e-Contributions

Step 6: Click the **Add New e-Contribution** option to create an e-Contributions donation


e-Contributions

e-Contributions

Add New e-Contribution

Payment Info
Reports

Step 7: Point your mouse over the available **Fund** you would like to add and click your mouse

Fund Number	Fund Name	Description	Start Date	End Date
1	Weekly Offering	St. Finbar Weekly Offertory	09/25/2006	-
2	Blue Envelope	Maintenance and Repair Fund	09/25/2006	-
3	Building On The Keystone	Saint Finbar Church Capital Campaign Contributions	09/14/2007	-

Step 8: Select your desired processing frequency then click the **Submit** button

- Processed on Mondays**
- One Time Selected Monday or Following Monday from start date
 - Weekly** Each Monday
 - Weekly with reminder Each Monday with reminder
 - Monthly Every first Monday of each month from start date
 - Quarterly Every 13th Monday from start date
 - Semiannually Every 26th Monday from start date
 - Annually Every 52nd Monday from start date

Submit

Step 9: Enter the following information: Envelope Number, Amount, Start and End dates then click the **Select Payment** link


Saint Finbar eContribution Program


Fund Name: Weekly Offering **Start Date:** 9/25/2006 **End Date:**

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

Amount: \$


Frequency: Monthly [on Mondays]


Start Date: 

End Date: 

Payment Info: [Select Payment](#)

Step 10: Click **Add** in the desired option to add new payment source.

 **Checking Accounts:**

 **Credit Cards:**

Step 11: Next, fill in the required information according to your selection and then click the **Submit** button.

Step 12: Click the **Select** option to go back to the fund information screen

Credit Cards:				Add
Select	****1415	Visa	Edit	Delete

Step 13: Read the agreement by clicking in the **Read the Agreement** link. Place a checkmark in the **I Agree** checkbox. Then click the **Submit** button.

The new fund has been added to the **Active e-Contributions** list.

[e-Contributions](#) [Add New e-Contribution](#) [Payment Info](#) [Reports](#)

Cancelled Contributions

	Fund Name	Frequency	Amount	Start Date	End Date	Next Processing	
Delete	Weekly Offering	Weekly [on Mondays]	\$20	06/02/2008	10/02/2009	\$20 06/02/2008	Edit