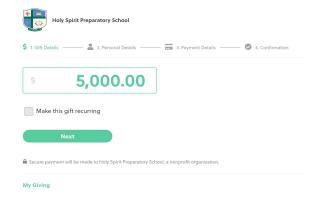
Support for FACTSGiving - Annual Fund Payment System

Making a **One Time** Payment:

 Access the giving form through the <u>link</u> click "Give" to proceed



2) Input the amount of your gift. Click "Next"



3) Choose your payment method (Bank Transfer or Credit Card) and complete the payment details. Confirm your amount (highlighted section) and complete the payment by clicking the "Give \$xxxx" button.





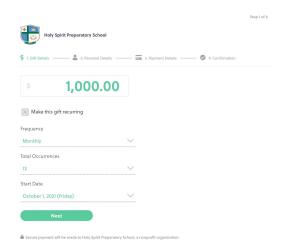
Making a Recurring Payment (payment schedule):

HOLY SPIRIT

 Access the giving form through the <u>link</u> click "Give" to proceed



2) Input the incremental amount of your payment. For example, for a total gift of \$5000 spread across 5 monthly payments you input \$1000. Be sure to check the box for "Make this gift recurring" and choose the frequency, total occurrences and start date of the payments.



**NOTE: Recurring payments should be set to complete by July 31, 2022 to ensure funds are received in the current school year! Please set your parameters accordingly or email Maria Kichler mkichler@holyspiritprep.org with any questions.

3) Choose your payment method (Bank Transfer or Credit Card) and complete the payment details. Confirm your amount, start date and # of payments (highlighted section) and complete the payment by clicking the "Give \$xxxx" button where the amount shown is the total of your first payment.

