How to Create Your Online Giving Account in OSV

STBoC Online Giving (OSV Hub) — Quick Reference Guide (QRG)

Start here: https://www.osvhub.com/stboc/giving/funds

The primary giving fund is **Sunday Plate**. Other parish funds are available for your choosing and support.

These instructions will guide a parishioner in creating a donor account on the OSV platform while making a gift (Give Now or a pledge). Creating an OSV account securely and conveniently saves contact and payment information for easy future donations and support. The OSV platform automatically matches donor accounts to Directory families or members with the same email address and directly links online gifts to those records. This feature greatly helps financial record keeping and taxes.

1. Start the Gift

- Go to the STBoC OSV funds page. Under the **Funds** text link at the top of the page, click **Give Now** on the desired fund (**Sunday Plate** is the primary offertory fund). You do not need to be signed in yet.

2. Configure the Gift

- If enabled, select an organization to Attribute a gift on behalf of from the dropdown menu.
- Enter a Gift amount (select a suggested amount or enter your desired amount).
- Select a Gift frequency.
- **Enter the Date (one-time gift) or Start Date for the gift. (3rd drop down, default is the current date, use the drop-down menu calendar to schedule your donation for special funds.**
- If enabled, enter any optional notes.
- Click the **Continue** button.

3. Enter Contact Information

- Enter an Email address, First & Last name and phone number for the account.

4. Enter Payment Information

- **Select Payment Type**: Bank or Credit Card.
- **Credit Card**: Ensure the auto-populated name matches the name on the card. Enter the card number, CVV, and expiration month/year.
- **Bank Account**: Select **Checking** or **Savings**, then enter the routing number and account number.
- Please check the box to **Offset Processing Fees** (donate a small amount extra to cover fees).
- Enter the Payment Method Address (Address 1, Address 2, City, State, Zip, etc.).

5. Create Account and Submit

- Select **Create an Account**.
- Create a password for the account.
- Click **Submit Your Gift**.

The gift is processed and a confirmation page appears. The parishioner also receives a confirmation email containing the gift/donation details.

Important Notes:

• If a returning donor enters an email address already on file, they will be prompted to sign in instead of creating a new account.
• Creating an account allows the parishioner to securely sign in again with their email and password to easily manage payment methods and gifts.
• With all passwords, save your OSV login information in a secure manner for future reference.

Need help?

If a parishioner encounters any issues creating or managing an OSV giving account:

- Email: onlinegiving@osv.com
- Phone: **(800) 348-2886** – (Monday–Friday, 8 AM – 5 PM EST)