

PAYING TUITION ONLINE

Log in to parishgiving.org

Select a payment option

- 1) Pay in a single payment
 - Select one-time from payment frequency dropdown
 - Enter tuition amount in amount field
 - Select payment date
 - Click done and save your changes

 - 2) Create a payment plan
 - Enter total tuition amount in "Total Tuition" field
 - Enter down payment if desired (down payments will be billed instantly when you save your contribution changes)
 - Select Start and End dates and we will calculate monthly payment for you
 - Click done and save your changes
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PRINTING PAYMENT HISTORY

Log in to parishgiving.org

- Select "My History" button
- Filter by contribution type
- Fill in start and end dates for results
- Click "Refresh"
- "Click Here for Year End Reports" (upper right). This will launch a popup window "Parish Giving Year End Reports"
- If you are printing payment history for 2017, hit "Cancel." Otherwise, choose 2015 or 2016 and "Continue."
- Click the Adobe icon (upper right) which will display "Generating Report"
- Right click "Click Here for Year End Reports"
- Choose "Print" from dropdown menu