

Contributing Through

1. You **must have a PayPal account** to send contributions to the church using PayPal.
2. PayPal accounts are **free** and reasonably easy to set up.
3. To put money into your PayPal account, you can link to your bank and transfer money directly. Linking to your bank is not so hard. Note that linking to your bank does not give PayPal the general ability to access your account or withdraw money.
4. You can also use a credit card to put money into your account. Just like when you use a credit card to pay at a coffee shop.

Note: PayPal may charge the church a percentage of the contribution for using that card.

5. You might already have money in your account if, for example, someone transferred money to you, you got a refund for a returned purchase, or sold something on eBay.

1. Once you have an account and sign in, you should see the Summary page. It shows you the cash balance in your account as well as any recent activity. Across the top of that page are options you can access in PayPal. One of those options is **Send & Request**. That is where you can send money to an individual, or pay for a purchase. **Click that label.**

2. The next page is pretty simple: who do you want to send money to. But there is a trick!

3. **Fill in the "Name" field** with contributions@stjohn-lcms.org. A box will open with a little icon of an envelope and "Send to contributions@stjohn-lcms.org" **Click that line.** If you mistyped the email, it will tell you that it cannot find that email. The next time you return to this page, there should be an icon on that page that is labeled contributions@stjohn-lcms.org that you can click and not have to type the name.

4. The next page that comes up will ask you how much you want to send. Simply **type in the amount** and the \$0.00 will get replaced. But now the trick!

5. Right below the amount you just typed in there is a box that says "Paying for an item or service". Next to it is the word "Change." **Click Change.**

6. On the next page **click "Sending to a friend"**. *If you forget to click that line, PayPal will hold the money until you confirm that you have received the merchandise and they will also charge the church a percentage of the amount.*

7. If you do not have enough cash in your account for the contribution, PayPal will ask how you want to pay. You then have a choice of several methods of payment.

8. Once you have paid you will get a confirmation from PayPal and the money will appear in the St. John PayPal account. From there is transferred directly to our bank and checking account. Easy! Well, it is easier than it first appears.