

## **Breakdown for CSA Online**

1. Please type into your browser: **[stephrem.aodcsa.org](http://stephrem.aodcsa.org)**
2. On this page, you will have 1 of 2 options:
  - a. Create an account to offer over an extended period of time, or
  - b. Click on the "Quick Give" link located below the Create New Account button on the right side of the webpage.
3. Once you decide which option is best, you continue through the signing up process.
4. If you "Quick Give" you will be requested immediately to enter your credit card information along with name and address
5. If you create an account, you will go through the process of creating a password and ID.
6. On the payment option page, there will be the options to ADD BANK ACCOUNT or ADD CREDIT CARD.
7. Once payment choice entered, you will choose your gift amount, and schedule if spreading out the offering throughout a period of time.

After initial process is complete, you can monitor your progress from start to finish by simply logging into your account. If you have any questions or concerns, please feel free to contact me directly either by email: [jimw@stephrem.org](mailto:jimw@stephrem.org) or by phone: 586-264-1230, and ask for Jim.

**<http://saintephremchurch.org/online-csa>**