



31 SAINT GREGORY DRIVE
BLUFFTON, SOUTH CAROLINA 29909

T (843) 815-3100
www.sgg.cc

Online / Electronic Giving Instructions

Welcome to Saint Gregory the Great!

If you would like to contribute electronically instead of receiving envelopes, please see the instructions below.
If you are already receiving envelopes, please notify the Parish Office and we will stop mailing them.

Thank you!

1. Log on to St Gregory the Great Catholic Church website – www.sgg.cc
2. Click “*Online Giving*” – This is the red button on the right-hand side of the page
3. If a new account, click “*Create Your Online Profile*”
4. Enter a valid email address – you will need to reenter the address to confirm it
5. Click “*Continue*”
6. Profile – Complete the required fields
 - a. Create a password - 8 characters - you will need to reenter your password to confirm it.
 - b. Click “*Create Profile*”
 - c. Retain your email and password – this information will be needed to log in to the site in the future for any changes to your profile or to your contributions
7. Online Donation – Click “*Add Transaction*”
8. This brings up a screen with a list of Regular Collection Funds and any Second Collections for the current month and the following month
 - a. Select the fund you wish to contribute to
 - b. Select the amount, the frequency and the start date
 - c. Click “*Continue*”
9. The next screen is Donation Information – this is where you will enter your payment information
 - a. Account – Choose from the drop-down information and complete the required fields
 - b. Click “*I Am Not a Robot*” – follow the prompt
 - c. Click “*Process*”

Once your initial Profile is created, you may log back in via the Church website and clicking on “*Online Giving*.” You will enter your user name and password. If you forget your password, there is the option to click “*Forgot Username or Password*.”

- You may Edit Account to delete or change your payment method.
 - If your contribution is coming out of your bank account and you would like to switch it to a credit card (or credit card to a bank account), select “*Edit*” in the My Scheduled Transactions box, click “*Continue*” on the bottom of the page, and in the “Account” drop-down box under “Donation Information,” select the type of account you would like to setup.
- You may update your Profile for changes to your address, email or password.
- You may change your account transactions on the Summary Tab

If we can be of additional assistance, please contact the Parish Office at 843-815-3100.

Thank you.