

Holy Cross Online Giving Tutorial
Updated: November 6, 2020

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Open your favorite Internet browser of choice, such as one of the following:



Go to the following website: www.hcross.com/give



You will see at the top of the page a description with graphical icons for our two platforms: Simply Giving and PayPal:



Give

Holy Cross now offers two options for online giving; Simply Giving and Paypal.



We will go through each one in depth today, starting with Simply Giving, followed by PayPal, and finally, by ACH through Simply Giving. For each one, we will demonstrate a credit card donation in the amount of \$10 to go towards the Mission of the Quarter

Simply Giving Tutorial

Once you are at www.hcross.com/give, click on the Simply Giving icon:



It will open in a new page with a new website that is powered by eservicepayments.com It should look similar to this on a computer:

Or, if you are on your phone, it should look something like this:

Among the listing of categories, please select the fund you would like to use for your donation. For this example, we will look for the Mission of the Quarter. In the line next to it, enter the amount you would like to donate.

A total will display at the end. Below the total is the “donation frequency” button. Please select how often you would like your donation to come out of your credit card or account. For this tutorial, we will select a “One Time” donation.

Finally, to finish on this screen, we enter the donation start date. This is the date you would like your donation to be processed. If you are doing a recurring donation, please also select an end date if desired.

You can either type in the date manually using the mm/dd/yy format or click on the calendar button to select a date visually from the calendar that pops up

Verify that everything looks good, and then tap or click the “Continue” button at the bottom. You will be taken to the “Donation Information” screen, which will look similar to this:

Fill out the information as you typically would for other online purchases. Here are a couple of notes about that process:

- **If you would like an e-mail receipt, please enter that in the information**
- **In addition to credit cards, Simply Giving can also receive transactions directly from your checking or savings accounts**
- **If you are going to make somewhat regular use of Simply Giving for your online giving, you may want to consider**

the “select password” button to create an account. This is NOT a requirement, however.

Once you have completed the personal information and the card information, check the box next to “I’m not a robot” to verify that you aren’t actually a computer that’s stealing someone else’s credit card.

You will be asked to complete a challenge of some sort, similar to this before proceeding:

Once you have completed the verification process, a green checkbox will appear

When you have reviewed your information, hit the “Process” button. Please wait for the web page to finish doing what it’s

doing. When it is done, a confirmation page will appear, similar to the following:

That's it! Thanks for your donation!

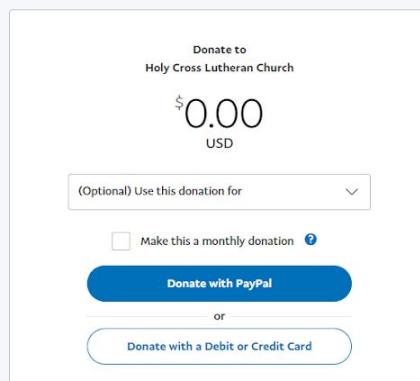
PayPal Tutorial

Once you are at www.hcross.com/give, click on the PayPal icon:



It will open in a new page with a new website that is powered by paypal.com It should look similar to this on a computer:

 PayPal

A screenshot of a PayPal donation form. At the top, it says 'Donate to Holy Cross Lutheran Church'. Below that, the amount '\$0.00' is displayed with 'USD' underneath. There is a dropdown menu labeled '(Optional) Use this donation for'. Below the dropdown is a checkbox labeled 'Make this a monthly donation' with a help icon. At the bottom of the form, there are two buttons: a blue 'Donate with PayPal' button and a white 'Donate with a Debit or Credit Card' button, separated by the word 'or'.

We'll use cookies to improve and customize your experience if you continue to browse. Is it OK if we also use cookies to show you personalized ads? [Learn more and manage your cookies](#)

Yes, Accept Cookies

To type in your donation, click or tap on the dollar amount field

Donate to
Holy Cross Lutheran Church

\$0.00
USD

Simply type in the amount you would like to donate. In this example, we will type \$10

Donate to
Holy Cross Lutheran Church

\$10.00
USD

Next, click or tap on the “(optional) Use this donation for” box to show some available funds. For this, we will select “Mission of the Quarter”

(Optional) Use this donation for


- (Optional) Use this donation for General Fund
- Mission of the Quarter**
- LYF
- Ladies' Guild
- Grace Guild
- Benevolence
- Building Fund
- Endowment
- Memorials

Finally, to complete this page, click on the bottom button, labeled “Donate with a Debit or Credit Card” (Optional: if you have a PayPal account and would like to use that, you can do so here)

Make this a monthly donation [?](#)

[Donate with PayPal](#)

or

[Donate with a Debit or Credit Card](#) 

All of a sudden, there is more for you to fill out! Type in the necessary information.

Donate with a debit or credit card

Country/Region United States	
Card number	
Expires	Security code
First name	Last name

Billing address

Street address	
Apt., ste., bldg. (optional)	
City	
State	ZIP code

- Share your mailing address with Holy Cross Lutheran Church so they can acknowledge your donation. [?](#)

Contact Information

Phone type Mobile	Phone number
Email	

- Save this information for next time.

View [PayPal policies](#) and your payment method rights.

Donate Now

A few notes on this section:

- **It's up to you if you want to share your contact information with us. If you are already a member, chances are we already have the information anyway**

Share your mailing address with Holy Cross Lutheran Church so they can acknowledge your donation. [?](#)

Once you share this information, please contact Holy Cross Lutheran Church if you'd like to change your contact preferences or revoke your consent. Please contact Holy Cross Lutheran Church for information about its privacy practices.

- **Unlike Simply Giving, a phone number is required here**
- **You do have the option to save your information and/or create an account, but that is not required at this point. Clicking this box will do that for you**

Save this information for next time.

View [PayPal policies](#) and your payment method rights.

Donate Now

Once everything is entered and looks accurate, click on the blue "Donate Now" button (pictured above)

You will then be taken to the confirmation page, which looks like this:



Thanks for donating \$10.00 USD to
Holy Cross Lutheran Church

Transaction ID: 3JT6 [REDACTED] 61D

Encourage More Support

Paste this link on social media posts, newsletters, websites, and more.



You will notice that the details are not listed here. Instead, they will be in your e-mail inbox right away.

ACH Tutorial

This tutorial will walk you through how to give directly out of your checking account, also known as an ACH transaction

Once you are at www.hcross.com/give, click on the Simply Giving icon:



It will open in a new page with a new website that is powered by eservicepayments.com It should look similar to this on a computer:

Or, if you are on your phone, it should look something like this:

Among the listing of categories, please select the fund you would like to use for your donation. For this example, we will look for the Mission of the Quarter. In the line next to it, enter the amount you would like to donate.

A total will display at the end. Below the total is the “donation frequency” button. Please select how often you would like your donation to come out of your credit card or account. For this tutorial, we will select a “One Time” donation.

Finally, to finish on this screen, we enter the donation start date. This is the date you would like your donation to be processed. If you are doing a recurring donation, please also select an end date if desired.

You can either type in the date manually using the mm/dd/yy format or click on the calendar button to select a date visually from the calendar that pops up

Verify that everything looks good, and then tap or click the “Continue” button at the bottom. You will be taken to the “Donation Information” screen, which will look similar to this:

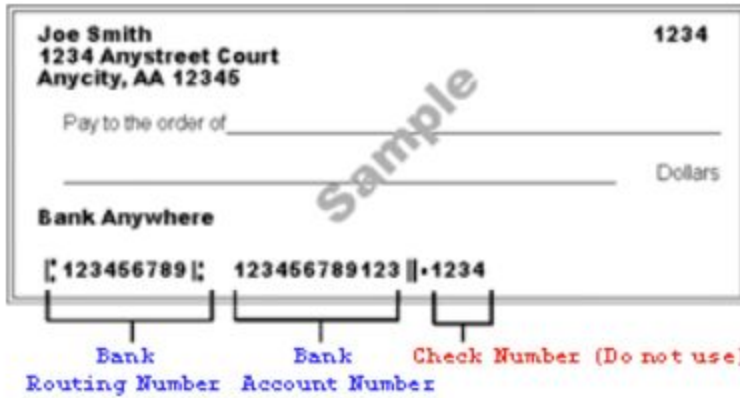
For an ACH transaction, please select either “Checking” or “Savings” next to the “Account Type” field. The page should change to look like this (for “Checking”)...

Account Type

Credit/Debit Card Checking Savings

Routing Number:

Account Number:



...or like this (for “Savings”)

Account Type

Credit/Debit Card Checking Savings

Routing Number: *

Account Number:

* **Routing Number:** Contact your financial institution for Routing Number.

Fill out the information as you typically would for other online purchases. Here are a couple of notes about that process:

- **If you would like an e-mail receipt, please enter that in the information**
- **If you are going to make somewhat regular use of Simply Giving for your online giving, you may want to consider the “select password” button to create an account. This is NOT a requirement, however.**

Once you have completed the personal information and the card information, check the box next to “I’m not a robot” to

verify that you aren't actually a computer that's stealing someone else's credit card.

You will be asked to complete a challenge of some sort, similar to this before proceeding:

Once you have completed the verification process, a green checkbox will appear

When you have reviewed your information, hit the “Process” button. Please wait for the web page to finish doing what it’s

doing. When it is done, a confirmation page will appear, similar to the following (the example below is for credit card, but will display ACH information for your transaction):

That's it! Thanks for your donation!

Managing your Simply Giving account

If you are a regular online giver to Holy Cross, first of all, THANK YOU! Your generosity helps to grow disciples and transform hearts through the Gospel!

If you have an account and would like to make some changes to it, here is some guidance for you.

First, open your favorite Internet browser of choice, such as one of the following:



Chrome



Edge



Firefox

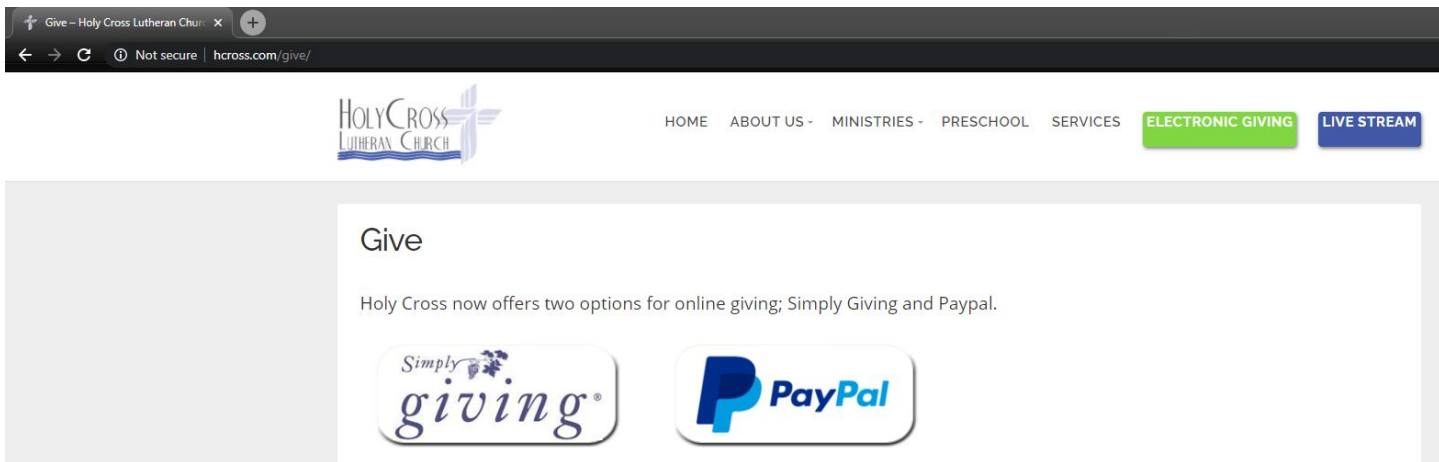


Safari

Go to the following website: www.hcross.com/give



You will see at the top of the page a description with graphical icons for our two platforms: Simply Giving and PayPal:



Once you are at www.hcross.com/give, click on the Simply Giving icon:



It will open in a new page with a new website that is powered by eservicepayments.com It should look similar to this on a computer:

Or, if you are on your phone, it should look something like this:

To get to your account, enter your e-mail and password under the “Login” section to the right (when using a computer). If you are on your mobile device, tap the “Login/Create Profile” button

You will then see a listing of your upcoming and previous transactions that looks similar to this:

Holy Cross Lutheran Church

Summary | Profile | Log Off

Andrew Gimbel

Online Donation

[Return to our Home Page](#)

My Scheduled Transactions

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
11/02/20	GENERAL OPERATING	██████	██████	██████	Monthly	Edit Delete
11/16/20	GENERAL OPERATING	██████	██████	██████	Monthly	Edit Delete

My Transaction History

Date Range: to

Fund:

Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
10/15/20	ACH	GENERAL OPERATING	██████.00	██████.00	██████	Monthly		
10/01/20	ACH	GENERAL OPERATING	██████.00	██████.00	██████	Monthly		

[Privacy & Security](#)

To change your bank account or credit card, tap or click on the “Edit Account” button at the top

Summary Profile Log Off

Andrew Gimbel

Online Donation

[Return to our Home Page](#)

Edit Account

Checking Account [Edit Delete](#)
Routing: 0 2
Account: XXXX 8

Credit Card [Edit Delete](#)
Account: XXXXXXXXX 9
Card Type:
Expiration Date: 0 /20

[Return To Summary](#)

[Privacy & Security](#)

If you have a new checking or savings account to enter, please tap or click the “edit” button again next to the appropriate account.

Then, fill out the information on the next page, which should look something similar to this:

Online Donation

[Return to our Home Page](#)

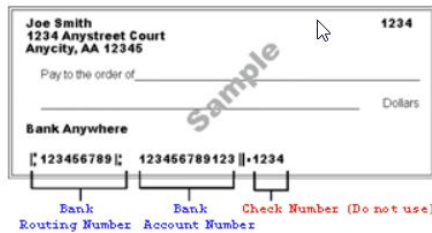
Edit Account

Please enter your new account information below and click 'Save'. Scheduled transactions will be processed using this updated account information.

Account Type: Checking Savings

Routing Number: 09

Account Number: XXXXXXXX 38



Back

Save

[Privacy & Security](#)

Simply enter your new information and hit “Save”

If you have a new credit card number to enter, please tap or click the “edit” button again next to the appropriate card.

Then, fill out the information on the next page, which should look something similar to this:

Online Donation

[Return to our Home Page](#)

Edit Account

Please enter your new account information below and click 'Save'. Scheduled transactions will be processed using this updated account information.



Card Number: 9

Expiration Date:

Name Of Cardholder:

Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip: /

[Privacy & Security](#)

Simply enter your new information and hit “Save”

To change your donation amount, go back to the main screen with My Scheduled Transactions and My Transaction History. These steps will apply for either credit card transactions or ACH transactions.

Holy Cross Lutheran Church

Summary

Profile

Log Off

Andrew Gimbel

Online Donation

[Return to our Home Page](#)

Add Transaction

Edit Account

My Scheduled Transactions

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
11/02/20	GENERAL OPERATING				Monthly	Edit Delete
11/16/20	GENERAL OPERATING				Monthly	Edit Delete

My Transaction History

Date Range: to

Fund:

Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
10/15/20	ACH	GENERAL OPERATING	.00	.00		Monthly		
10/01/20	ACH	GENERAL OPERATING	.00	.00		Monthly		

[Privacy & Security](#)

Find a Scheduled Transaction, on the list. On the right side of the upcoming transactions, tap or click the “Edit” link

Holy Cross Lutheran Church

Summary

Profile

Log Off

Andrew Gimbel

Online Donation

[Return to our Home Page](#)

Add Transaction

Edit Account

My Scheduled Transactions

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
11/02/20	GENERAL OPERATING				Monthly	Edit Delete
11/16/20	GENERAL OPERATING				Monthly	Edit Delete

My Transaction History

Date Range: to

Fund:

Date	ACH/CC	Fund	Amount	Total	Account # Last 4	Frequency	Rtn/Fail Date	Rtn/Fail Reason
10/15/20	ACH	GENERAL OPERATING	.00	.00		Monthly		
10/01/20	ACH	GENERAL OPERATING	.00	.00		Monthly		

[Privacy & Security](#)

A window should pop up that looks like this:

Online Donation

Donations


GENERAL OPERATING:	<input type="text" value="0.00"/>	
MISSION OF THE QUARTER:	<input type="text" value="0.00"/>	
RESTORE, REPAIR AND RENEW:	<input type="text" value="0.00"/>	
EVANGELISM/OUTREACH:	<input type="text" value="0.00"/>	
ENDOWMENT:	<input type="text" value="0.00"/>	
MEMORIAL FUND:	<input type="text" value="0.00"/>	<input type="text"/>
BENEVOLENCE:	<input type="text" value="0.00"/>	
LYF DONATIONS:	<input type="text" value="0.00"/>	
DISASTER RELIEF:	<input type="text" value="0.00"/>	
LADIES GUILD:	<input type="text" value="0.00"/>	
GRACE GUILD:	<input type="text" value="0.00"/>	
Total:	\$ <input type="text" value="0.00"/>	

Donation Frequency:

Consider Recurring Donations

Recurring donations provide a steady stream of support. It is a great way to manage charitable giving without the worry of the frequency, select the payment method and your gift continues to give over time.

Donation Settlement Date:

Donation End Date: (optional) mm/dd/yy 

Enter your new amount, frequency (if desired), and end date (if desired) and then hit the “Continue” button at the bottom.

Online Donation

[Return to our Home Page](#)

Donation Information

Account:



I'm not a robot



reCAPTCHA
Privacy - Terms

Note: Please review the information you entered carefully. Once you click the Save button your donation will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Cancel

Save

Donation Summary

GENERAL OPERATING

Total Monthly Donation: \$.01

Donation Frequency: Monthly

Donation Settlement Date: 11/15/20

Edit

Verify that all information is correct, and then hit the “I’m not a robot” button and complete the challenge

Finally, hit the “Save” button, and you should be good to go! A confirmation e-mail will be sent to the address you have on file with your account.