

Submitting Donations to the Church - pay with a Credit Card

St. John of Damascus Church
300 West Street
Dedham, MA 02026

Use this option to submit a donation request to the church office and pay for it with a credit card. After entering the donation information, you will be sent to a secure site to enter your payment information.

Submitting donations and paying with a credit card is a simple process. After you enter all your donations, you will be taken to a secure webpage and enter your payment details via PayPal. Below are the step by step instructions.

ENTERING DONATION REQUEST INFORMATION

1. Start by going to the [Submit a donation request and pay with a credit card page](#). You will see the form on the right. Complete the form as follows:
2. **SELECT CHURCH FUND** - click on the dropdown arrow to select the church fund you would like to donate to.
3. **AMOUNT OF DONATION** - enter the amount of your donation towards this fund. Enter the number with or without a decimal point. Please do not put in a dollar sign (\$) or a comma (,). The minimum donation amount you can enter is \$5.00.

Submit Donations to the church and pay with a Credit Card

Use this to make donations to the church funds and pay with a credit card

Select Church Fund: Church Fund Descriptions

Donation Amount: \$

Donation offering information: What is donation for and who is it from? (max 127 characters)

+ Add Donation
to your Donation Cart

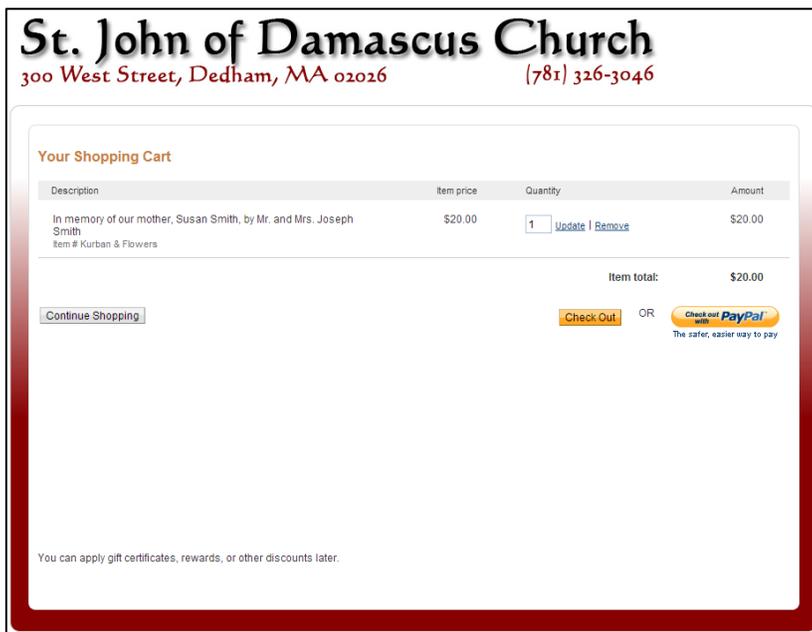
4. **DONATION OFFERING INFO** - enter exactly how you want your donation to be worded. It should include what the donation is for and who it is from. For example: **For the continued good health of John Doe by his children Mary and Ken** or **In memory of our mother, Susan Smith, by Mr. and Mrs. Joseph Smith.**
5. **ADD DONATION** - When you are ready to add the donation to your "Donations Shopping Cart", click the **ADD DONATION** button and you will be taken to the "**Shopping Cart**" page.

DONATION SHOPPING CART

Now you will be on the secure shopping cart page. This shopping cart is hosted on PayPal, which is the service we use to take credit card payments.

On this page, verify that the donation information you put in is correct. On this page, you can do several things:

1. If you want to remove any donation, click the **Remove** link for that donation. That donation will be now be deleted. **Note: please don't change the number in the quantity field ... it should always be set to 1.**
2. If you want to enter more donations, click the **CONTINUE SHOPPING** button. You will then be taken back to the St. John's donation request page.
3. If you have no more donations to enter and are ready to submit and pay for you donation with a credit card, click the **CHECK OUT** or the **CHECK OUT WITH PAYPAL BUTTON**. (Both buttons do the same thing).



St. John of Damascus Church
300 West Street, Dedham, MA 02026 (781) 326-3046

Your Shopping Cart

Description	Item price	Quantity	Amount
In memory of our mother, Susan Smith, by Mr. and Mrs. Joseph Smith Item # Kurban & Flowers	\$20.00	1 Update Remove	\$20.00

Item total: \$20.00

[Continue Shopping](#) [Check Out](#) OR [Check out with PayPal](#)
The safer, easier way to pay

You can apply gift certificates, rewards, or other discounts later.

PROCESSING YOUR DONATION PAYMENT

St. John of Damascus Church
300 West Street, Dedham, MA 02026 (781) 326-3046

Your order summary

Descriptions	Amount
In memory of our mother, Susan Smit...	\$20.00
Item number: Kurban & Flowers	
Item price: \$20.00	
Quantity: 1	
Update Remove	
Item total	\$20.00
Total	\$20.00 USD

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Email

PayPal password **You have a PayPal account**

This is a private computer. [What's this?](#)

[Log in](#)

[Forgot email or password?](#)

Pay with a debit or credit card, or Bill Me Later

(Optional) Join PayPal for faster future checkout

[Cancel and return to St. John of Damascus Church.](#)

You do not have a PayPal account

You will now be presented with a screen that shows all the donations you have entered.

You have two choices to complete the payment.

- If you have a PayPal account, you can simply log into PayPal by entering your email address and password, then click the **LOG IN** button. Follow the instructions below for **Paying your donation if you have a PayPal account**.
- If you **do not** have a PayPal account, click the link that says **"Pay with a debit or credit card, or Bill Me Later"**, then follow the instructions on the next page for **Paying your donation if you have DO NOT have a PayPal account**.

PAYING YOUR DONATION IF YOU HAVE A PAYPAL ACCOUNT ...

1. Log into PayPal with your Email address and password as shown above. You will now be presented with the screen to your right.
2. Select your method of payment (if you have several payment methods, such as different credit card or direct transfer from your bank account, you can click the **Change** link next to the Payment methods)
3. Review all the information entered to ensure it is all correct.
4. If you have any special instructions or comments for the church office, click the **Add** link in the Special Instructions section. You can then add any comments or special instructions for the church office. When done, click the **SAVE** button.
5. When you are ready to Pay for your donations, click the **PAY NOW** button. PayPal will now process your transaction.
6. You will get a confirmation screen showing you the details of your payment. You will also get an email with a detailed receipt of your transaction.
7. That's it! Your donation information has now been submitted and your payment is complete.

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Your order summary

Descriptions	Amount
In memory of our mother, Susan Smit...	\$20.00
Item number: Kurban & Flowers	
Item price: \$20.00	
Quantity: 1	
Item total	\$20.00
Total	\$20.00 USD

Please contact St. John of Damascus Church at 781-326-3046

Review your information

Pay Now

Special instructions

Add comments for the church office [Add](#) **Comments or special instructions for the church office**

Payment methods [Change](#)

Credit/Debit Card: Visa XXXX-XXXX-XXXX-XXXX \$20.00 USD
This transaction will appear on your bill as PayPal *ST.JOHNS.

Bill Me Later®, a PayPal service

For our valued customers: \$10 back and more time to pay with Bill Me Later®.

• Bill Me Later is a credit line you can conveniently link to your PayPal® account. Subject to credit approval. [See terms](#)

PayPal gift card, certificate, reward, or other discount [Redeem](#)
View [PayPal policies](#) and your payment method rights.

Contact information

Pay Now **When you are ready to pay, click Pay Now**

[Cancel and return to St. John of Damascus Church.](#)

PAYING YOUR DONATION IF YOU **DO NOT** HAVE A PAYPAL ACCOUNT ...

1. Enter in all the information on the form. This includes:
 - a. Credit card information (credit card number, expiration date, and CSC #),
 - b. You name
 - c. Your address
 - d. Your phone number
 - e. Your email address.
2. Now click the **REVIEW AND CONTINUE** button to finish processing the transaction.

St. John of Damascus Church
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Your order summary

Descriptions	Amount
In memory of our mother, Susan Smit...	\$20.00
Item number: Kurban & Flowers	
Item price: \$20.00	
Quantity: 1	
Update Remove	
Item total	\$20.00
	Total \$20.00 USD

Choose a way to pay

Pay with my PayPal account Log in to your account to complete the purchase

Pay with a debit or credit card, or Bill Me Later
 (Optional) Join PayPal for faster future checkout

Country: United States

Card number:

Payment types:

Expiration date: mm / yy /

CSC:

What is this?

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:

ZIP code:

Phone type: Mobile

Why is this needed?

Phone number: 555-555-1234

Email:

Payments processed by

1. Review all the information entered to ensure it is all correct.
2. If you have any special instructions or comments for the church office, click the **Add** link in the Special Instructions section. You can then add any comments or special instructions for the church office. When done, click the **SAVE** button.
3. When you are ready to Pay for your donations, click the **PAY NOW** button. PayPal will now process your transaction.
4. After the transaction is processed, you will have the option to **create a PayPal** account to make it easier to pay next time around. This is optional, but highly recommended if you will be frequently paying for donations or pledge payments. If you don't want to, just click the **NO THANKS** button.
5. You will get a confirmation screen showing you the details of your payment. You will also get an email with a detailed receipt of your transaction.
6. That's it! Your donation information has now been submitted and your payment is complete.

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Credit/Debit Card: Visa XXXX-XXXX-XXXX-XXXX \$20.00 USD

This transaction will appear on your bill as PayPal *ST. JOHNS.

Contact information

When you are ready to pay, click Pay Now

Payments processed by

[Cancel and return to St. John of Damascus Church.](#)