

Paying your Stewardship Pledge with a Credit Card

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

Use this option to pay your stewardship pledge with a credit card. This is used for single payments of your pledge. After entering the amount, you will be taken to a secure site to enter your payment information.

Paying your pledge with a credit card is a simple process. After you enter your amount and press the Submit Payment button, you will be taken to a secure webpage where you can enter your payment details via PayPal. Below are the step by step instructions.

ENTERING YOUR PLEDGE PAYMENT AMOUNT

1. Start by going to the St. John's [Pay your Stewardship Pledge with Credit Card](#) page. You will see the form on the right.
2. Select the **Pledge Year** that you are paying (it will default to the current year). You can pay for the current year or prior year Stewardship Pledge. *Towards the end of the current year, we will add the capability to pay for the next year.*
3. Enter the amount of your pledge you want to pay in the **Payment Amount** field. Use only numbers with or without a decimal point. Do not include a dollar sign (\$) or a comma (,).
4. Press the **SUBMIT PAYMENT** button.
5. You will now be taken to a secure payment web page using PayPal.



PROCESSING YOUR PLEDGE PAYMENT

You will now be presented with a screen that shows the pledge payment information you 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 on the next page for **Paying your Stewardship Pledge if you have a PayPal account**.
- If you **do not** have a PayPal account, click the **Continue** link to the right of where it says "Don't have a PayPal account?" Then follow the instructions on the next page for **Paying your Stewardship Pledge if you have DO NOT have a PayPal account**.



PAYING YOUR STEWARDSHIP PLEDGE IF YOU HAVE A PAYPAL ACCOUNT ...

1. Log into PayPal with your Email address and password as shown in the previous page. 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. Under the pledge information, you will see a link **Add comments to the church office**. You can click that and add any comments or special instructions for the church office. **It is high recommended that you enter your envelope number here to make it easier for the church office to process your pledge payment.**
5. When you are ready to Pay your pledge, click the **DONATE \$XX.00 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 pledge payment has now been submitted and your payment is complete.

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

please review your donation PayPal Secure Payments

To complete your payment, review the details below and click **Donate**. Visit [Funding Sources](#) to learn more about PayPal policies and your payment source rights and remedies, or to change debit card processing options.

Purpose	Donation amount	Total
2014 Stewardship Pledge Reference: 2014 Pledge	\$65.00	\$65.00
Total:		\$65.00 USD

Payment Method: Credit/Debit Card: Visa XXXX-XXXX-XXXX-XXXX \$65.00 USD
This transaction will appear on your bill as "PayPal *ST JOHNS*."
[Change](#)

Contact information: [Redacted]

Donate \$65.00 USD Now

[Return to St. John of Damascus Church.](#)

PAYING YOUR STEWARDSHIP PLEDGE IF YOU DO NOT HAVE A PAYPAL ACCOUNT ...

1. After you clicked the **Continue** link to the right of where it says "Don't have a PayPal account?" in the initial screen, you will be presented with a screen to the right.
2. Enter in all the information on the form. This includes:
 - a. Credit card information (credit card number, expiration date, and CSC # (this is the security code)),
 - b. Your name
 - c. Your address
 - d. Your phone number
 - e. Your email address.
3. Now click the **REVIEW DONATION AND CONTINUE** button to finish processing the transaction.

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2014 Stewardship Pledge Total: \$65.00 USD

Pay with Credit Card or Log In PayPal Secure Payments

Country: United States

First Name: [Field]
Last Name: [Field]
Credit Card Number: [Field]

Payment Type: VISA MasterCard American Express Discover

Expiration Date: [mm] / [yy] CSC: [Field] [What's this?](#)

Billing Address Line 1: [Field]
Billing Address Line 2 (optional): [Field]
City: [Field]
State: [Field]
ZIP code: [Field]
Home Telephone: [Field] 555-555-1234
Email: [Field]

Review Donation and Continue

[Return to St. John of Damascus Church.](#)

ALREADY HAVE A PAYPAL ACCOUNT?
Email: [Field]
Password: [Field]
Log In
[Forgot your email address or password?](#)

1. Review all the information entered to ensure it is all correct.
2. Under the pledge information, you will see a link **Add comments to the church office**. You can click that and add any comments or special instructions for the church office. **It is high recommended that you enter your envelope number here to make it easier for the church office to process your pledge payment.**
3. When you are ready to Pay your pledge, click the **DONATE \$XX.00 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 pledge information has now been submitted and your payment is complete.

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██████, please review your donation

To complete your payment, review the details below and click **Donate**. Visit [Funding Sources](#) to learn more about PayPal policies and your payment source rights and remedies, or to change debit card processing options.

Purpose	Donation amount	Total
2014 Stewardship Pledge Reference: 2014 Pledge	\$65.00	\$65.00
Total:		\$65.00 USD

Comments for the church office:
Recommended that you put your envelope number here

[Add comments to the church office](#)

Payment Method: Credit/Debit Card: Visa XXXX-XXXX-XXXX-██████ \$65.00 USD

This transaction will appear on your bill as "PayPal "ST JOHN'S".
[Change](#)

Contact information: ████████████████████

When you are ready to pay,
click the Donate Now button

Donate \$65.00 USD Now

Return to [St. John of Damascus Church](#).