

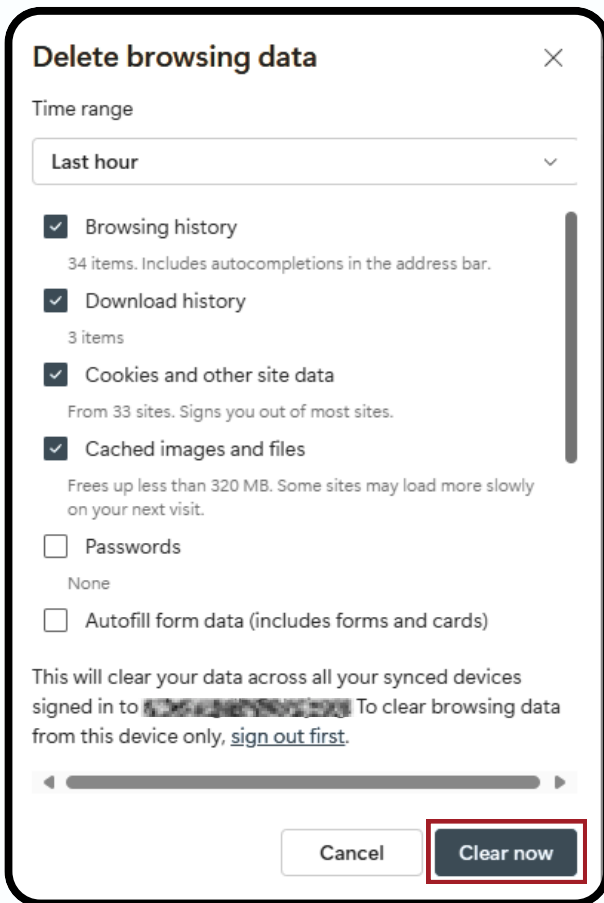


SACRED HEART *of* JESUS

CATHOLIC PARISH AND SCHOOL

STEP BY STEP INSTRUCTIONS: EDITING YOUR CURRENTLY SCHEDULED GIFT

Step 1: If this is the first time logging in with the upgraded system, ensure that all your browsing history and cache is cleared from your web browser. To do this, on your keyboard hold down Ctrl + Shift + Delete. Also, this is best done on a desktop, laptop or tablet vs. your cell phone.



Once you get to this screen (from pressing Ctrl + Shift + Delete) you will hit the clear now button as shown.

If you receive an error message about having multiple matches, it's likely because we have the same email address on file for both husband and wife. To resolve this, a new username has been created to help differentiate your accounts.

Please email beth.bucklin@shoj.org to let her know, and she will send you your unique username.





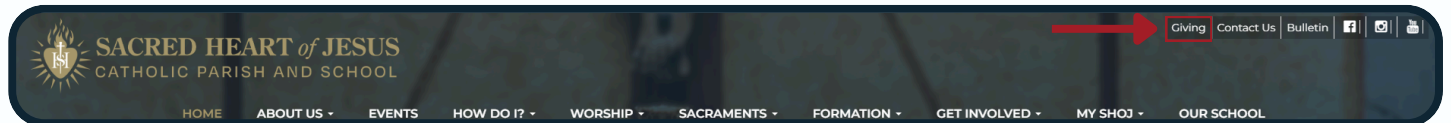
SACRED HEART of JESUS

CATHOLIC PARISH AND SCHOOL

STEP BY STEP INSTRUCTIONS: EDITING YOUR CURRENTLY SCHEDULED GIFT

Step 2: Go to <https://shoj.org/my-shoj-giving>

(Found by going to our website and then [giving](#) - [tithing](#) - [click here to give](#) - add or edit gift)



Sign In

Sacred Heart of Jesus Catholic Parish & School
Shawnee, KS

New User to online giving?
Copy and paste this URL for more information:
<https://shoj.org/uploads/docs/logginguide.pdf>

Otherwise, click on Sign In to set up an online gift.

Setting up your campaign pledge payments? Once logged in,
select Capital Campaign in the Fund drop down menu.

Want to edit your gift? Sign In and click on the down arrow
next to "Welcome", and then choose "scheduled gifts" (three
dots will be at the right - click and choose "edit")

How much would you like to give?

Amount \$ 0.00 Fund Envelope Giving/Tithing

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

Gift date Today

Email address

Continue

Step 3: Sign in at by clicking the "sign in," link at the top right hand of the webpage. Once successfully logged in, use your cursor to hover over the "Welcome, Username" (this will be in the same spot as the "Sign In" button.) Select "Scheduled Gift".

Step 4: Login using the email address that you have on file with Sacred Heart.

Step 5: After selecting "Scheduled Gift" it will bring you to a new screen that will show your currently scheduled gift. To the right of that, you will see "three dots". Click on those dots and then select "EDIT".

Step 6: This will bring up the giving form and it will have the current gift pre-populated. Update your gift amount and select CONTINUE.

Step 7: Verify the correct payment method and select SUBMIT.

If you get the error "user not found," message, your web browser may still be trying to log you into our old system. Please try logging in again from Step 1. Note- clearing your web history cache/cookies by closing out all web browsers should help.

