



## CATHOLIC CHARITY APPEAL

*Supporting the work of the Church*

### **TO SET UP A NEW PLEDGE TO 2012 APPEAL WITH A CREDIT CARD...**

#### **PLEASE FOLLOW THESE INSTRUCTIONS:**

- Go to our secure web site at [www.providencediocese.org](http://www.providencediocese.org)
- Select **Make a Gift Now** from the bar at the top of the page then choose **Catholic Charity Appeal**
- Select **RECURRING GIFT**
- Complete the Registration Information and set up a free account by choosing **Sign Up** from the Optional Login window on the right hand side of the screen. This will give you easy and instant access to your donation history.
- In **AMOUNT** – This is the installment amount that will be charged to your credit card **each** quarter or month. Please be careful only to enter the installment amount and **not** the full amount of your “pledge”.
- Select “per quarter” or “per month”
- In **UNTIL** – Decide when you would like us to charge your final installment and enter the month, then 20, and then the year (not to exceed July 20<sup>th</sup> 2013 as no payments will be processed after that for this campaign year)
  - *For example* – by entering \$20 in “Amount” and a date 12 months from today, your total contribution will be \$240 to the Appeal in installments of \$20 charged Monthly.
- In **DESIGNATION** - Select your **Parish** from the drop down menu.
- In **BILLING OPTION**
  - **remove the check mark** and your card will be charged on the next 20<sup>th</sup> of the month
  - **leave the check mark in** if you would like to make a payment today – this counts as your first installment so if you scheduled 12 installments, you will have 11 remaining
- Enter your credit card information – **Exp Date must be entered in the format mm/yyyy**. Enter any special instructions in COMMENTS and then **Proceed to Verification**.
- If you have any questions or need assistance with this, please call us at (401) 277-2121.
- Thank you for supporting the Catholic Charity Appeal.

OFFICE OF STEWARDSHIP & DEVELOPMENT

ROMAN CATHOLIC DIOCESE OF PROVIDENCE • ONE CATHEDRAL SQUARE • PROVIDENCE, RHODE ISLAND 02903

(401) 277-2121 • fax (401) 277-2120 • [www.providencediocese.org](http://www.providencediocese.org)