



## How to set up Installment Payments in OSV

Paying in installments is a two-part process. First you will create a pledge (installments), then you must return to complete registration.

On the **Religious Ed Registration & Pay - 2023-2024** form, when you get to Payment Type, select Installments.

Write down the total amount due (in the example below, \$470). Next, click on the text that says “[create a pledge in Online Giving](#)”

Payment Type

☐ Credit Card

☐ Bank Account

☐ Check

☐ Cash

☒ Installments

If payment is to be made in **installments**, select *Offline Payment* for Payment Type below. **Write down the Total Cost** indicated in the box below so you can enter it for the pledge - the total does not carry over. Next, create a pledge in Online Giving. Once the pledge is created, make sure to return to this page to complete your online registration - registration is not complete until you submit this form.

If payment is to be made with **check or cash**, select *Offline Payment* for Payment Type below. Come into the office or send check to St. Rose of Lima Religious Education, 38 Church Hill Rd, Newtown, CT 06470. *Registration is not complete until payment has been received.*

Total Cost	
Item 1	\$400.00
Item 2	\$35.00
Item 3	\$0.00
Item 4	\$35.00
<b>Total</b>	<b>\$470.00</b>

A pledge setup screen will open in a new tab. Where it says “Pledge Total Amount”, enter the total cost (in the example, \$470).

You can check the box that says “Give a deposit toward your pledge” and set an initial payment amount and date (in the example below, it is \$200). This will allow you to make an initial payment then split the remainder due into installment payments. This is optional, the payments can also be divided equally.

**Pledge Setup**  
Religious Education Fees

This pledge will be associated with your envelope number and online giving account. Any contribution made to this fund will be attributed to this pledge.

You have the option to calculate your pledge by providing a Pledge Total Amount (TOTAL) or by providing a Pledge Installment Amount (INSTALLMENTS).

Calculate your pledge by:

**TOTAL** INSTALLMENTS

Pledge Total Amount  
\$ 470

**Initial Deposit**  
To kickstart your pledge, optionally give an initial deposit by setting up an additional gift that will go toward your pledge goal

☒ Give a deposit toward your pledge

Deposit Amount  
\$ 200

Deposit Date  
05/05/2022

**Installment Settings**  
Frequency  
Quarterly

First Installment Date  
05/05/2022

Last Installment Date  
11/30/2022

CANCEL CONTINUE

**Your Pledge \$470.00**  
Pledge | Quarterly  
3 x \$90.00  
First Installment: 05/05/2022  
Last Installment: 11/30/2022

Pledge Total:	\$470.00
Deposit Amount:	\$200.00
Balance:	\$270.00

Next, under “Frequency”, you have the option to choose Weekly, Bi-Weekly, Monthly, or Quarterly.

The “First Installment Date” will default to the current date and the “Last Installment Date” will default to the end of the quarter (11/30/2023) when all payments are due.

Note that in the right top corner, the breakdown of the pledge is shown. When the frequency is changed, the pledge installments change.

Select “Continue”.

**Installment Settings**

Frequency  
Quarterly

First Installment Date  
05/05/2022

Last Installment Date  
11/30/2022

**Your Pledge** **\$470.00**

Pledge | Quarterly  
3 x \$90.00

First Installment: 05/05/2022  
Last Installment: 11/30/2022

**Pledge Total:** **\$470.00**  
**Deposit Amount:** **\$200.00**  
**Balance:** **\$270.00**

CANCEL CONTINUE

If you do not have an account in OSV Online Giving (the platform that St. Rose Church uses for online giving), you can create an account by entering your email address and creating a password.

**Your Information**

Email  
|

Create an account for a recurring gift  
Enter a password below to save this payment method. Next time sign in with your email and password to manage payment methods and gifts.

Create a password

**Your Pledge** **\$470.00**

Pledge | Quarterly  
3 x \$90.00

First Installment: 05/05/2022  
Last Installment: 11/30/2022

**Pledge Total:** **\$470.00**  
**Deposit Amount:** **\$200.00**  
**Balance:** **\$270.00**

If you already have an account, you can sign in.

**Your Information**

Email  
example@gmail.com

The email address entered above already has an online giving account. Would you like to log in to use your saved payment methods?

SIGN IN

Create an account for a recurring gift  
Enter a password below to save this payment method. Next time sign in with your email and password to manage payment methods and gifts.

Create a password

**Your Pledge** **\$470.00**

Pledge | Quarterly  
3 x \$90.00

First Installment: 05/05/2022  
Last Installment: 11/30/2022

**Pledge Total:** **\$470.00**  
**Deposit Amount:** **\$200.00**  
**Balance:** **\$270.00**

Fill out the remainder of the form with your payment information and submit.

<div>First Name</div> <div>Last Name</div> <div>Phone (optional)</div> <div>Payment Type</div> <div>Bank Account</div> <div>Bank Account Type</div> <div>Checking</div> <div>Routing Number</div> <div>Account Number</div> <div>Payment Method Address</div> <div>Address 1</div> <div>City</div> <div>State</div> <div>Zip</div> <div>Notes</div>	<div><b>Your Pledge</b> <b>\$470.00</b></div> <div>Pledge   Quarterly <a href="#">Edit</a>   <a href="#">Delete</a></div> <div>3 x \$90.00</div> <div>First Installment: 05/05/2022</div> <div>Last Installment: 11/30/2022</div> <div>Pledge Total: \$470.00</div> <div>Deposit Amount: \$200.00</div> <div>Balance: \$270.00</div>
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CANCEL

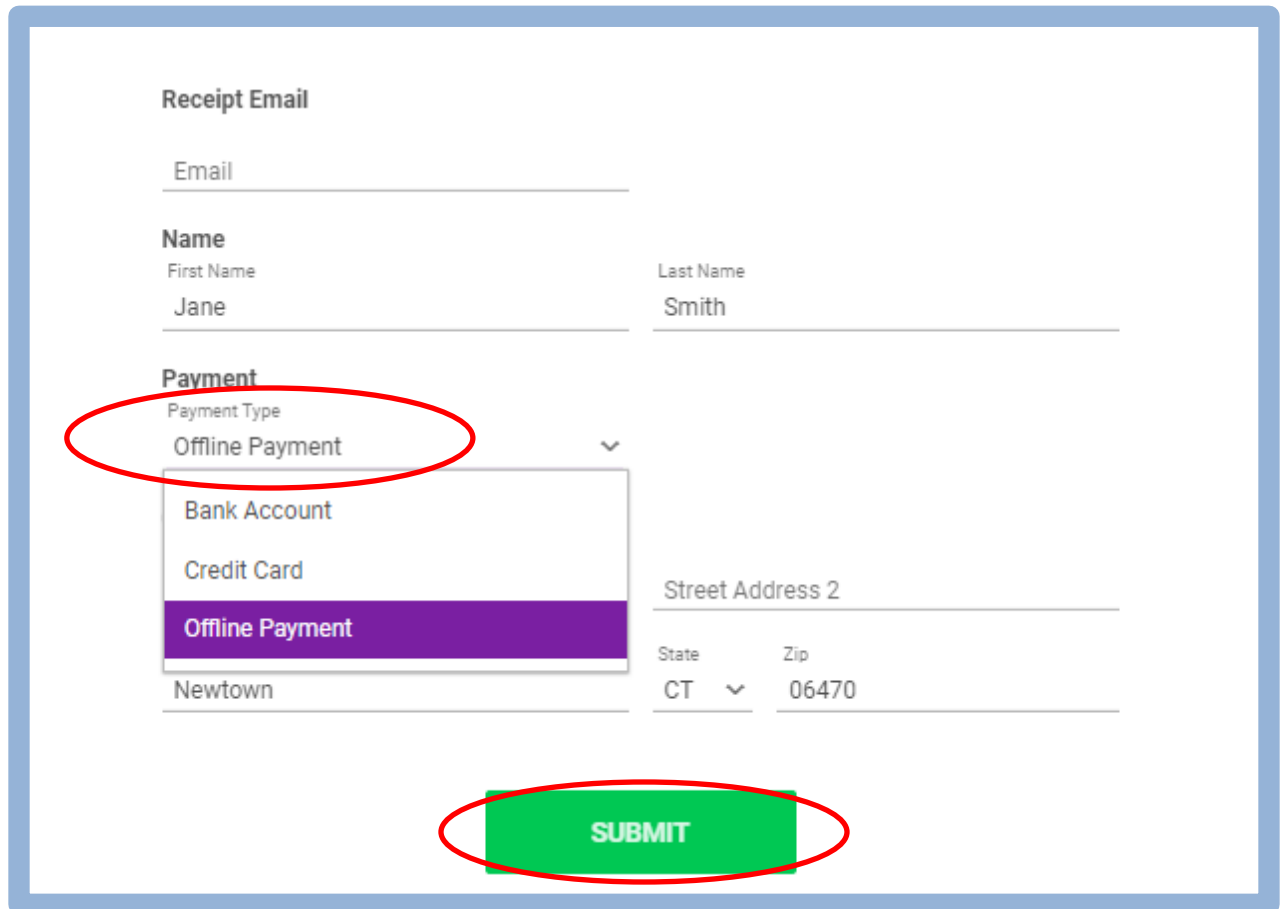
SUBMIT YOUR GIFT

You are not done yet!

**DO NOT FORGET TO RETURN TO THE REGISTRATION PAGE!**

Registration is not complete until you have submitted the **Religious Ed Registration & Pay - 2023-2024 form**. **Return to the form.**

For Payment Type, select “Offline Payment”. Fill in the remainder of the information, and Submit.

A registration form with several sections. The 'Payment' section has a dropdown menu with 'Offline Payment' selected and highlighted in purple. A red oval highlights the 'Payment Type' label and the dropdown menu. Another red oval highlights the green 'SUBMIT' button at the bottom of the form. The form includes fields for 'Receipt Email', 'Name' (First Name: Jane, Last Name: Smith), 'Payment Type', 'Street Address 2', 'State' (CT), and 'Zip' (06470).

**Receipt Email**

Email

**Name**

First Name Last Name

Jane Smith

**Payment**

Payment Type

Offline Payment

Bank Account

Credit Card

Offline Payment

Newtown

Street Address 2

State Zip

CT 06470

**SUBMIT**

You will receive a confirmation email. If you have any problems, please contact [Silvia Harper](#), Registration and Database Coordinator.