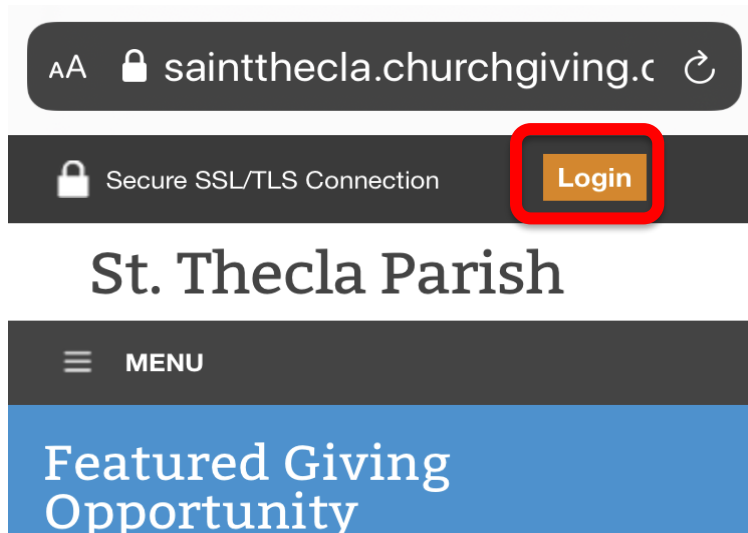


## Directions to Cancel Electronic Contributions to St Thecla Parish

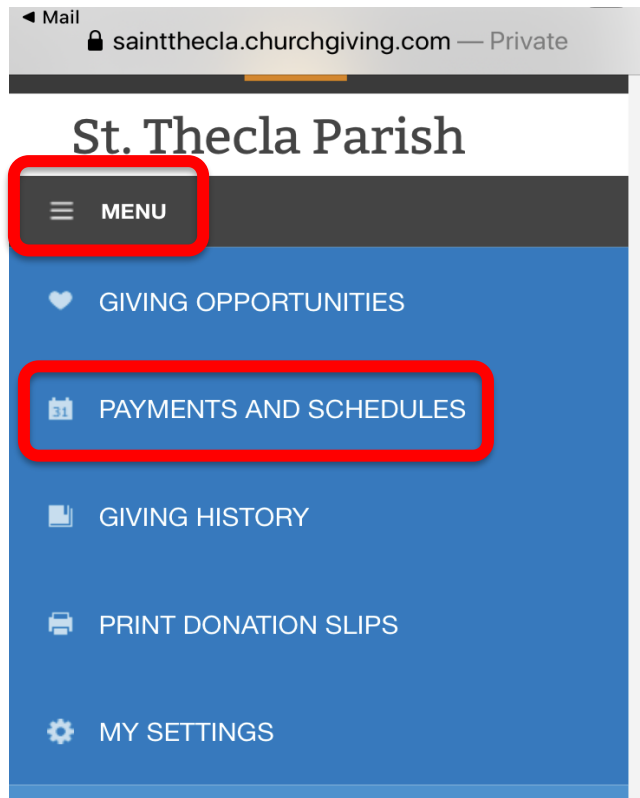
1) Access the system via the link here:

<https://saintthecla.churchgiving.com/>

2) Login using your email address and password. If needed, select “forgot password” and follow the prompts to get access to your account.



3) Select Menu in the upper left corner and choose Payments and Schedules.



4) Your recurring transactions will be shown. Select delete to the right of each transaction.

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## St. Thecla Parish

☰ MENU

### My Recurring Transactions

Collection	Next Transaction Date	Payment Source	Amount	
Sunday Collection	Wednesday August 5th, 2020	ABC BANK	\$10.00	<a href="#">Edit</a> <a href="#">Delete</a>
Special	Wednesday August 5th, 2020	ABC BANK	\$10.00	<a href="#">Edit</a> <a href="#">Delete</a>

### My Payment Sources

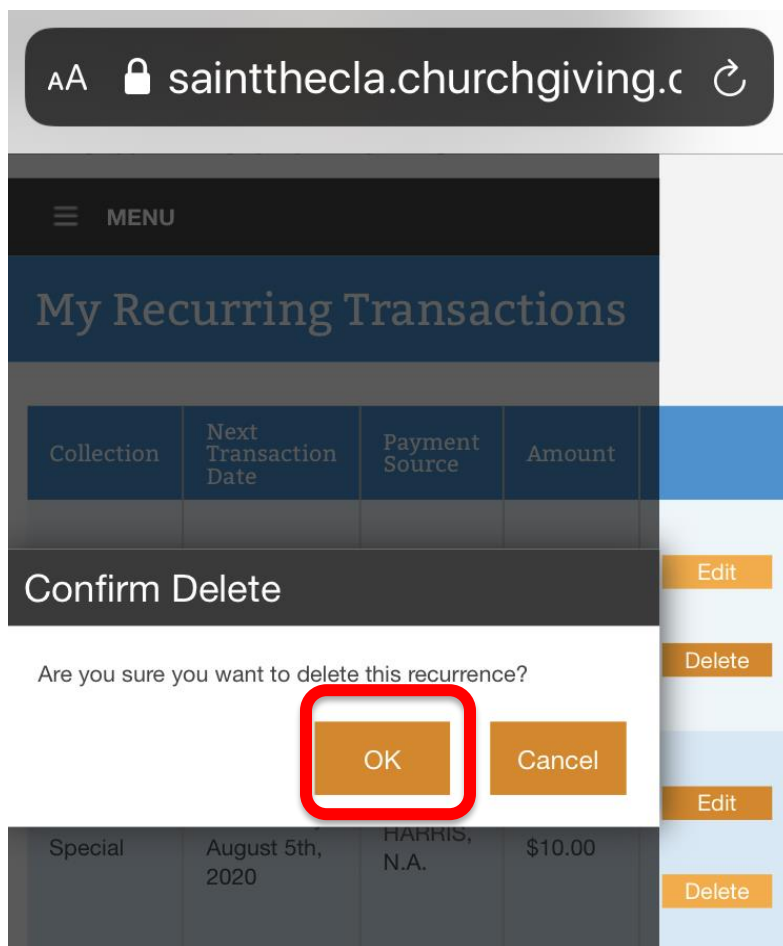
 **ABC BANK**

[Edit](#) [Delete](#)

[Create a new payment source](#)

Your saved payment sources are listed above. You can edit, add, or remove from the list. *Note: a saved payment source that is being used in a recurring transaction cannot be deleted.*

5) A confirmation window will appear - press ok.



- 6) Repeat for all transactions until there are none listed. Under My Payment Sources delete all accounts listed.

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## My Recurring Transactions



**You don't have any recurring transactions.**

To create a new recurring transaction, visit the 'Opportunities' tab and select a collection.

**What is a recurring transaction?** A recurring transaction is a repeating pattern of donations or payments to a specified fund. You can choose the pattern (weekly, or monthly for example) as well as dates to skip and other options.

## My Payment Sources



ABC BANK

Edit

Delete

Create a new payment source

Your saved payment sources are listed above. You can edit, add, or remove from the list. *Note: a saved payment source that is being used in a recurring transaction cannot be deleted.*

7) You should see that no recurring transactions or payment sources are associated with your account.

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## My Recurring Transactions



**You don't have any recurring transactions.**

To create a new recurring transaction, visit the 'Opportunities' tab and select a collection.

**What is a recurring transaction?** A recurring transaction is a repeating pattern of donations or payments to a specified fund. You can choose the pattern (weekly, or monthly for example) as well as dates to skip and other options.

## My Payment Sources



**You don't have any saved payment sources.**

[Click here to create a new saved payment source.](#)

**What is a saved payment source?** A saved payment source keeps a credit, debit, or bank account on file so that it may be used to quickly and easily set up recurring transactions or make other donations and purchases.

WeShare: Donations Made Easy  
(800) 950-9952

8) It is recommended that you export your giving history for tax purposes.

The screenshot shows a web browser window with the address bar displaying "saintthecla.churchgiving.com — Private". The main heading is "St. Thecla Parish". Below this is a dark grey navigation bar with a hamburger menu icon and the word "MENU". The main content area has a blue background and contains a list of menu items, each with an icon and text: "GIVING OPPORTUNITIES" (heart icon), "PAYMENTS AND SCHEDULES" (calendar icon), "GIVING HISTORY" (document icon, highlighted with a red border), "PRINT DONATION SLIPS" (printer icon), and "MY SETTINGS" (gear icon). Below the menu is a section titled "Featured Giving Opportunity" in white text on a blue background. At the bottom, there is a white box with the heading "Sunday Collection" in blue text, followed by a partially visible image of a person in a blue shirt.

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# St. Thecla Parish

☰ MENU

- ♥ GIVING OPPORTUNITIES
- 📅 PAYMENTS AND SCHEDULES
- 📄 GIVING HISTORY
- 🖨️ PRINT DONATION SLIPS
- ⚙️ MY SETTINGS

Featured Giving Opportunity

## Sunday Collection