AccessACS
User Guide

What is AccessACS?

AccessACS is a feature of our ACS computer system that has maintained the St. Mary's database of parishioner records, mailing lists and financial data. AccessACS allows all members to view and manage their own data, including setting up and managing online giving.

To use AccessACS you must already be in the St. Mary's database, with a current email address. If you're not certain whether you're in the database with a current email address, or if Access doesn't recognize you, just send an email to parishoffice@stmarysgreensburg.com from the address you wish to have on file and we will ensure that you're properly entered.

Access will let you do the following things:
● View or update your member profile
● Add family and individual pictures to your member profile
● Online Giving for weekly contributions and special events
● Automated Giving for any period of time

Where to find AccessACS

To use AccessACS please find one of our two convenient links on the main webpage at http://church.stmarysgreensburg.com. You can find them under the **resources** tab or the button labeled Online Given in the middle of the page.

Here you will find:
● A link to Access ACS Online Giving
● A link Guest Online Giving (no login require)
● User Guides to help work within the AccessACS website

Online Giving
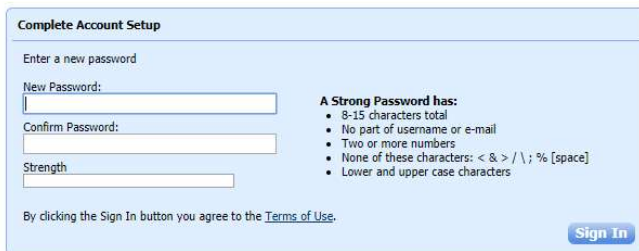
RESOURCES ˅

Year of Mercy Booklet

Mass Intention Scheduling

Bulletins

Cemetery Regulations

Contact Us

News

Parish Calendar

Online Giving

Logging in to AccessACS

The main AccessACS webpage will have a place to enter your E-mail Address or User Name and password. If you already have this information enter it here and click they Sign in button. If you've forgotten your password, click the "Forgot your password" at the bottom of the Sign In screen and enter your E-mail and instruction for changing your password will be sent to you.

If you have not created a Login account you will start by clicking the "**Need a login? Click here**"

In the Account Sign Up screen, enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the Find Me button. If your First Name, Last Name and E-mail address do not match with our database you will receive a popup letting you know. In this case please contact the Parish Office at (812) 663-8427 or email us at parishoffice@stmarysgreensburg.com and we will confirm your credentials or adjust them appropriately.

After you enter your information and the system recognizes the credentials you will receive an E-mail shortly thanking you for registering online with St. Mary. In the email you will have a link that you will need to click taking you to the **Complete Account Setup** page. Follow the guidelines for a strong password and enter it into both spaces provided. Click the Sign In button. Congratulation you now have an account in the AccessACS system.

Enter a One-Time Online Gift
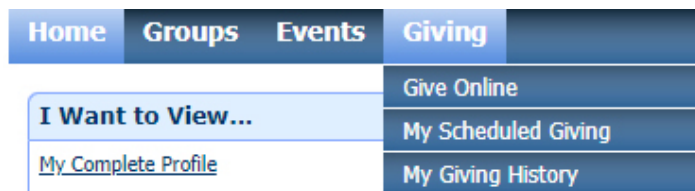
1. Log in to AccessACS
2. Point to **Giving**, then click **Give Online** from the menu bar.
3. Enter how much you want to give. For example, **$50.00**.
4. Click the next box to bring up a drop down to select what fund you are giving too.
5. Enter an optional memo if you'd like to give us information on your gift.
6. If you want to give to more than one fund click the **+ add more** and repeat steps 2 - 4
7. Select the **One Time** option in the Frequency box.
8. Enter when you want the gift to start. To bring up a calendar click the date box.
9. Select your payment method.
   - If you have never entered a payment method, fill out the necessary information. You may choose to give with a Credit/Debit Card, Checking or Savings Account. To save the payment method for future use, select **Save for future use**.
   - If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.
10. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Give**.
11. The **Receipt** page displays. To print the receipt information, click **Print** on the right side of the page.
12. You will also be emailed a copy of the receipt

Enter a Recurring Gift
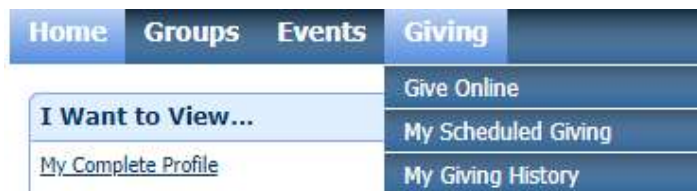
1. Log in to AccessACS
2. Point to **Giving**, then click **Give Online** from the menu bar.
3. Enter how much you want to give. For example, **$50.00**.
4. Click the next box to bring up a drop down to select what fund you are giving too.
5. Enter an optional memo if you'd like to give us information on your gift.
6. If you want to give to more than one fund click the **+ add more** and repeat steps 2 - 4
7. Select the drop down from the Frequency box and choose your Frequency
   - Once a week
   - Every two weeks
   - Once a month

- Twice a month
- Every three months

8. Pick the day you'd like for your gift to be processed
9. Choose a Starting date
10. In the until box you can choose for the reoccurring gift to end on a certain date, a certain number of days, or have it continue until you cancel the gift.
11. Enter the end date or number of reoccurring gifts depending on which option you chose.
12. Select your payment method.
    - If you have never entered a payment method, fill out the necessary information. You may choose to give with a Credit/Debit Card, Checking or Savings Account. To save the payment method for future use, select **Save for future use**.
    - If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.
13. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Give**.
14. The **Receipt** page displays. To print the receipt information, click **Print** on the right side of the page.
15. You will also be emailed a copy of the receipt

Viewing your Giving History

Point to **Giving** and click **My Giving History**
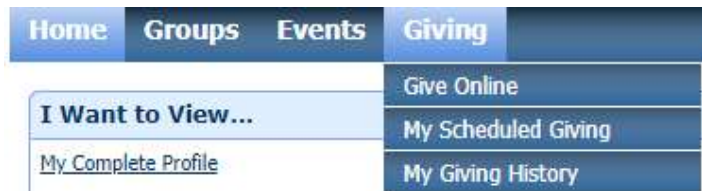
On this page you'll be able to see all your past contributions for a couple years.

You can change what year you'd like to view from the drop down. You can also show all contributions, see the most recent or select a date range.

Adding or Deleting Saved Payments Methods

Point to **Home** and click **My Account.** Click the tab **Manage Payment Methods.**
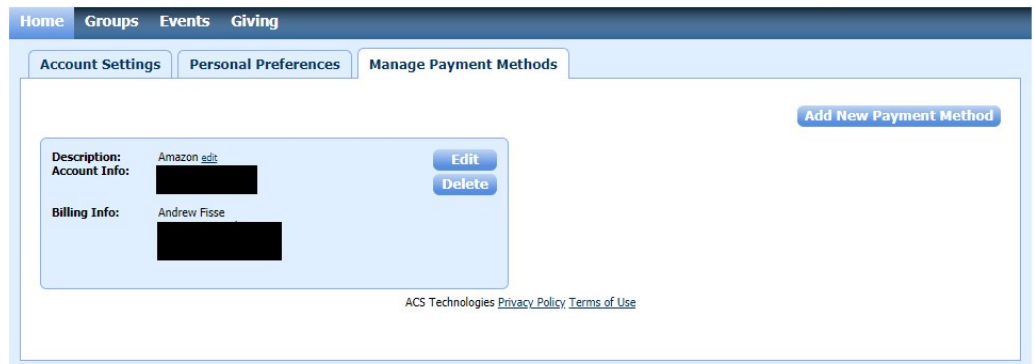
Here you can view your existing payment methods. You have the option to **Edit** or **Delete** any saved methods by clicking the corresponding button

There is also an **Add New Payment Method** button.

This will take you to a screen to enter a method you would like to save. You have a choice from **Credit/Debit Card**, **Checking** or **Savings.** Just click the drop down next to **Account Type** to choose. Fill in all the required fields and click the **Submit New Payment Method.** Now you will be able to choose this method while filling out the Online Giving form.

Also on under Home – My Account you'll see a tab called **Account Settings.**
Here you can change your E-mail address and Password that you use to log in to the AccessACS system.

Changing your Contact and Personal Info

Moving the mouse to **Home** and clicking **My Profile** you will be able to request changes to your membership information.

You'll see first the **Contact Info** tab. Here you can change or add: Phone numbers, E-mail Addresses, and Home Addresses. To make a change click the pencil icon next to what you'd like to change. To Add just click the **Add** button.

If you were to click on the tab **Personal Info** you'll be able to change multiple items about yourself.

NOTE: Changing information has to be accepted by the St. Mary's Business Manager before they take effect. Until then you will notice a red message above the information stating, "**This person currently has a change request pending**."

Online Giving through your Mobile Device

On your smartphone, go to the Apple Store or Google Play and search for "**ACS Church Life**." The app will have an Icon that looks like this:

The App will ask for an **Email** and **Password**. These will be the same as your AccessACS email and password. Once logged in you'll want to click the three bars on the top left of the screen. You will get a menu where you can select **Give** next to a green dollar sign. This will bring up a window that will allow you to enter your contributions.