Online Giving Instructions

The first time you make an online contribution:

1. From the Internet, go to www.sgg.cc. On the right side of the page, click on "Online Giving" which is just above "Join Our Mailing List."
2. A new page will open which brings you to the online giving page for SGG. On the right side of the page, choose "Create Profile" in the box titled "Create Your Online Profile."
3. You will be asked for your e-mail address – this will be your User ID when you log on in the future.
4. Next you will see a Profile page which will ask for your name and mailing address, and will require you to create a password (please note the password requirements listed on the website). When you are finished, choose "Create Profile" located below the password box.
5. The next page will allow you to set up a contribution. Click the "Add Transaction" button under Online Donation. A listing of all available collections (including 2nd collections for the current month) will be shown. You can choose as many collections as you wish, and can also choose the frequency of your contribution as well as the amount for each. A total will show on the bottom of the page. If everything looks correct, choose the "Continue" button under the total.
6. The first time you make a contribution, you will have to enter either your bank information or a credit card. In the dropdown box next to Account, choose New Account – Checking, New Account – Savings, or New Account – Credit Card and enter the proper information. Once finished, choose "Process."
7. A donation page summarizing your contribution(s) will be available for you to print if you wish.

Making contributions after you have created a profile and set up an account:

1. From the SGG website (www.sgg.cc), click "Online Giving" which will take you to the same online giving site from step #1 above.
2. On the right side of the page, enter your e-mail address and password that you already created in the "Log In" box.
3. You will now see the active transactions that you have set up. If you would like to edit an existing transaction, choose "Edit" under the word Action in the My Scheduled Transactions box. You can delete a transaction this way also. If you would like to add another transaction, choose "Add Transaction" which is above the My Scheduled Transactions box.
4. The "Edit Account" button above the My Scheduled Transactions box allows you to make changed to the bank or credit card information that is stored under your profile.

   Note If your contribution is coming out of your bank account and you would like to switch it to a credit card (or credit card to a bank account), simply choose "Edit" in the My Scheduled Transactions box, click "Continue" on the bottom of the page, and in the "Account" drop-down box under Donation Information, select the type of account you would like to setup.