

## **Step by step guide for making a donation online via easy payments plus:**

1. Go to diocesan website [www.armagharchdiocese.org](http://www.armagharchdiocese.org).
2. Next - click on “Donate to our Parishes” button on home screen.
3. Next - click on either:
  - Donate to Parishes in Northern Ireland
  - or
  - Donate to Parishes in Republic of Ireland
4. Next - select “Add Item” to which collection to donate to:
  - Parish Sunday Envelope /Offertory Collection
  - Or
  - Priest’s Dues / Collection
5. Next - insert amount of donation
6. Next - from drop down list select “Parish that you wish to donate to”
7. Next - select “PAY” button at top of screen
8. Next - on confirmation screen click “Pay Bill Now” button at bottom of screen
9. Next – complete personal details and click “continue” button at bottom of screen
10. Next – complete banking details and click “Submit Payment” button.
11. Payment is now complete and a confirmation email sent.