

## ST. BERNARD PARISH

### REGISTRATION AND INSTRUCTIONS FOR PARISHIONERS AND PRESCHOOL PARENTS E~FUNDS FOR SCHOOLS

Please follow these steps to register for an account and begin making online payments to the parish or the preschool:

1. Go to this web link to begin the process:  
<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55871>
2. Left-click on the “Register Here” link on the right side, middle portion of the page under the words “New Users”. (Note: do **NOT** use the registration guide link under the words, as it is not customized to our parish/school).



3. On the next screen fill out the required information:
  - a. Username: Can be whatever you'd like.
  - b. Note: you will see a yellow box come up when you place your cursor in the password field. Your password must be at least seven characters, and must contain the following: (1) lowercase letter; (1) uppercase letter; and (1) number. Enter your password a second time to confirm it.



- c. Fill out your first name and last name as follows:
- i. Married Couples:
    - (1) First Name: Michael and Mary
    - (2) Last Name: Radowicz
  - ii. Couples with different names (not married or engaged):
    - (1) First name: Man's first name and woman's full name  
(example: Michael and Mary Jones)
    - (2) Last Name: Man's last name  
(example: Radowicz)
  - iii. We would be grateful for you following these steps when filling in the name information, as it will match the records entered in to the parish and preschool databases. 😊
- d. Please include an email address when registering, as we can use this address to communicate with you. The system will also send payment receipts to the address you provide.
- e. When entering in a phone number, enter the best number to reach you (home, office or mobile).

4. When, you're finished, left-click on the button entitled "Sign Up!". By signing up for the electronic payment service, you understand that all ACH drafts from your bank account will be charged a \$1 fee. If you choose to pay by credit card (Visa, Mastercard or Discover), you will be charged \$2.45 for every \$100 you charge to your card.

The image shows a 'Sign Up' form with the following fields and values:

- Username:** frmichael
- Password:** [masked with 7 dots]
- Re-Enter Password:** [masked with 7 dots]
- First Name:** Fr, Michael
- Last Name:** Radowicz
- Email:** stor@stbernardmadison.com
- Phone:** 608-249-9256

Below the form is a yellow box containing the text: "By clicking on 'Sign Up!' I confirm that I have read, understand, and agree to the Terms of Service, and Privacy Policy of e-Funds for Schools." A blue "Sign Up!" button is located at the bottom right of the form.

5. The system should inform you that your account has been successfully created. You will then be taken to a screen which looks like this:

The screenshot shows a web interface titled "Guided Set Up" with a sub-header "Step 1 - Student Management". The main content area is titled "Your Student(s):" and contains the following text: "You are not associated with any students yet. Add all students in your family, and then click on **continue**." Below this are two bullet points: "If you do not know your students' number(s), or your students' have not been issued a student number, please contact your students' school representative to receive the student number assigned to your children." and "If you are a guest, have no student(s) in our school, or are making payments on your own behalf, [click here](#)." Below the text is a section titled "Add Student(s) by:" with two input fields: "Family Number:" and "or, Student Number:". To the right of the "Student Number" field is an "Add" button. Below the input fields is a yellow box with the text: "Enter the family number, or student number(s) for the student(s) you would like to associate with your account, and then click 'Add.' After you have finished adding students, or you are making payments for yourself, click 'Continue to Account Overview.'" At the bottom of the screen are two buttons: "Make Payments on Behalf of Yourself" and "Continue to Account Overview".

6. You will SKIP this section by clicking on “Continue to Account Overview” in the lower right-hand portion of the screen.

7. You will then be taken to your account management screen, which looks like this:

The screenshot shows a web interface for "ST. BERNARD PRESCHOOL". The top navigation bar includes "Home", "Payment Options", "Advisory Services", "Account Settings", and "Logout". The main content area is divided into several sections: "Payment Options" (with links for "Make a Payment", "Schedule a Pre-Authorized Payment", "Manage Pre-Authorized Payments", "View Payment History", and "View Pre-Authorized Payment History"), "Advisory Services", "Account Settings" (with links for "Personal Information", "Student Management", "Payment Information", "Change Password", and "Notifications"), and a right-hand sidebar with links for "Your Student(s)", "Pending Payments", "Scheduled Payments", and "Pre-Authorized Payment(s)".

8. Before you can schedule payments, you will need to set up how you wish to make those payments. Left-click on the “Payment Information” link at the bottom left-hand corner of the screen. You will see a screen which looks like this:

Left-click on one of the tabs to create a new checking account or a new credit/debit card. Follow the on-screen instructions to enter in your account information.

9. When you have created your payment method, it's time to make or schedule payments! The system allows you to make a one-time payment, or to schedule recurring payments on a weekly, bi-weekly or monthly basis.

10. Before making a payment, review the different payment items to become comfortable with how the items are arranged. There are seven categories of payments:

- a. **PAR:** Payment items beginning with PAR are parish payment items. The most common items are located at the top of the screen. To make regular offertory payments, you would choose "PAR:Regular Offertory".
- b. **RE:** Payment items beginning with RE allow you to make payments for items in the religious education program.
- c. **SBP:** This payment item is for ticket sales through St. Bernard Players. You can use e ~ Funds to pay for your show tickets.
- d. **SCOLL:** Payment items beginning with SCOLL indicate special general collections:
  - i. Bless Our Priests; Holy Land Shrines; and Respect Life.
- e. **SCOLL:NCC** These payment items are for the National Combined Collection, which is taken in the month of May. You can choose to make a general contribution to the National Combined Collection, or you can use the other payment items to make specific contributions to:
  - i. Black & Indian Missions; Catholic Home Missions; Catholic University of America; National Communications Campaign, Campaign for Human Development; and the Religious Retirement Fund.

- f. SCOLL:ICC These payment items are for the International Combined Collection, which is taken in the month of October. You can choose to make a general contribution to the International Combined Collection, or you can use the other payment items to make specific contributions to:
  - i. Catholic Relief Services; Churches in Central and Eastern Europe; Churches in Latin America; Peter’s Pence; and the World Missions.
- g. PRE: These items are located under St. Bernard Preschool. Parents of preschool children can use these payment items to pay for preschool items and services.

11. It’s also important to understand how the fees are charged with regard to payment items. Fees are charged **per transaction**, not **per item**. For example, let’s say that Bob Jones makes a payment for regular offertory, Catholic Relief Services, World Missions and preschool tuition. Bob has chosen to pay for four different items. When the payment is processed, all of these items will be taken out in **one transaction**, meaning that Bob would only be charged \$1 if he took the funds from his bank account. You can have multiple payment items in one transaction, which keeps fees low!

12. To pay for items on a one-time basis:

- a. From the home screen, click on “Make a Payment”.

## Payment Options

**Make a Payment**  
Towards school payment item(s)

- b. The payment items screen will come up, and will look like this:

The screenshot shows a web interface for scheduling payments. At the top, there's a blue header 'Schedule Payments'. Below it, the payment method is 'Checking', account number is '\*\*\*\*\*2002', and routing number is '275079714'. A yellow box contains instructions: 'Make one payment for multiple students by selecting the tab with the child's name, and then adding the desired item(s). You can get additional information about an item by holding your mouse pointer over the item name.' Below this is a 'General Items' tab. Underneath, there's a section for 'St. Bernard Congregation' with a list of items. Each item has a text input for amount, a date input for '2014-09-16', and an 'Add' button.

Item Name	Amount	Date	Action
PAR:Regular Offertory	0.00	2014-09-16	Add
PAR:Art & Environment	0.00	2014-09-16	Add
PAR:Catholic Herald	22.00	2014-09-16	Add
PAR:Women of St. Bernard	0.00	2014-09-16	Add
PAR:Festival Donation	0.00	2014-09-16	Add
RE:Core Lesson	0.00	2014-09-16	Add
RE:Book Studies	0.00	2014-09-16	Add

[Continue](#)

- c. Scroll down through the list, and enter the amount you would like to contribute to each payment item, followed by the date you'd like to make the payment (default is the current day). When finished, click on the ADD button for each payment item you want to pay for.
  - i. If you are wanting to pay for your copy of the Catholic Herald, there is a pre-filled amount in the field for the cost of a yearly subscription.
- d. When you're all finished, you'll see which payment items you've selected to pay for at the bottom of the screen.

Payments for 2014-09-16		
Payment Item Name	Pay For	Amount
PAR:Regular Offertory	Parent	\$200.00 <span style="float: right; color: red; font-weight: bold;">Remove</span>
Convenience Fee(s)		\$1.00
Total for 2014-09-16:		\$201.00

[Continue](#)

- e. Click on the CONTINUE button.
- f. You'll be asked to confirm your payment, agree to the convenience fee, and submit the payment. Your screen will look like this:

**Confirm your choices**

Payment Method: Checking    Account Number: \*\*\*\*\*2002    Routing Number: 275079714

This payment will debit your checking account within 2 business days		
PAR:Regular Offertory	Fr. Michael	\$10.00
Convenience Fee		\$1.00
<b>Total for 2014-09-16:</b>		<b>\$11.00</b>

Please review the convenience fees associated with each payment. To process your payment, you must agree to pay the convenience fees listed above.

I have reviewed, and confirm that I **accept** the above listed convenience fee(s).  
 I **decline** paying all fees and want to cancel this payment.

Back
Submit

- g. Click the button accepting the convenience fee, and click submit to send the payment. You're all finished!
13. To schedule payment items, follow these steps:
- a. From the home screen on your account, click on "schedule a pre-authorized payment".

## Payment Options

### Make a Payment

Towards school payment item(s)

### Schedule a Pre-Authorized Payment

Setup a payment that occurs at regular intervals

- b. Scroll down through the list, and enter the amount you would like to contribute to each payment item, followed by the date you'd like to make the payment (default is the current day). When finished, click on the ADD button for each payment item you want to pay for.
- c. When you click on ADD, a box will come up like this:



The dialog box titled "Repeat options for 2014-09-16" contains two fields. The "Repeat Frequency" field is a dropdown menu currently set to "Monthly". The "Last Payment Date" field is empty and has a red "X" icon next to it, indicating it is required. An "OK" button is located in the bottom right corner.

You can choose MONTHLY, WEEKLY or BI-WEEKLY in the “repeat frequency” box. If you want your scheduled payment to end by a certain date (helpful for preschool families to end their payments at the end of the school year), fill in a date for “last payment date”. For those wanting to schedule a payment with no end date, leave the “last payment date” field blank. When, finished, click OK.

- d. You'll see that your payments have been scheduled at the bottom. Your screen will look like this:

Payments for 2014-09-16 Pre-authorization Options		
Payment Item Name	Pay For	Amount
PAR:Regular Offertory	Parent	\$200.00 <span>Remove</span>
Convenience Fee(s)		\$1.00
Total for 2014-09-16:		\$201.00

The payments for this date will repeat Monthly starting on 2014-09-16

[Continue](#)

- e. Click on CONTINUE.
- f. Your screen will then look like the following:

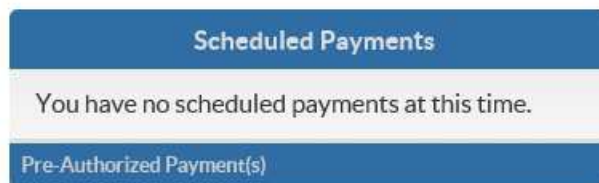
This payment will debit your checking account within 2 business days		
PAR:Regular Offertory	Fr. Michael	\$200.00
Convenience Fee		\$1.00
<b>Total for 2014-09-16:</b>		<b>\$201.00</b>

This payment will repeat monthly starting on 2014-10-16		
PAR:Regular Offertory	Fr. Michael	\$200.00
Convenience Fee		\$1.00
<b>Total for 2014-10-16:</b>		<b>\$201.00</b>

Please review the convenience fees associated with each payment. To process your payment, you must agree to pay the convenience fees listed above.

- I have reviewed, and confirm that I **accept** the above listed convenience fee(s).
- I **decline** paying all fees and want to cancel this payment.

- g. You will notice that the system will schedule your first payment within two business days, and will then inform you that the payment will repeat monthly on the 16th of each month.
- h. Click the button to accept the convenience fee.
- i. Click SUBMIT. You're all finished!
- j. You will be able to see your scheduled payments from the home screen:



14. Scheduled payments can be changed or deleted at any time by selecting the payment from the Scheduled Payments window.

**IF YOU HAVE ANY QUESTIONS OR ENCOUNTER ANY DIFFICULTIES,  
PLEASE CONTACT THE PARISH OFFICE.  
WE'LL BE HAPPY TO HELP YOU!**