St Nicholas Online Payment Instructions

1. [Go to the PayerExpress Payment Portal Website](#)

2. Enter and confirm your first and last name, confirm you are not a robot then click Pay Now

First and Last Name

Joe Smith

Confirm First and Last Name

Joe Smith

✓ I'm not a robot reCAPTCHA Privacy - Terms

Pay Now ⬅

3. Enter in your information in the blue box. The email address you enter will receive the confirmation email and will be used later to create a login to setup recurring payments.

Home

| Name	Phone
	(optional) Mobile ▾
	Email
Country	**City**
United States ▾	(optional)
Street Address	**State**
(optional)	Select State ▾
Street Address Line 2	**ZIP Code**
(optional)	(optional)

4. Next, enter your payment amount and select the Payment Code. This is where want your money to be directed, in most cases it will be 01 Stewardship General Fund. Choose the appropriate Payment Code for your payment.

Payment Amount

$ 50.00

Payment Code

Select Option ▾ ✎ ⬅

Select Option
01-Stewardship General Fund
02-Stewardship Building Fund
03-Phase 3 Expansion Commitment
04-Altar Candles
05-Altar Flowers
06-Coffee Social
07-Memorial Donation
08-Argonauts
09-Basketball
10-Catechism
11-Choir
12-Greek School
13-J.O.Y.
14-Opa! Dance
15-Opa! Fest
16-Philoptochos
17-Parish Events
18-St Nicholas Golf League
19-Endowment Fund Donation

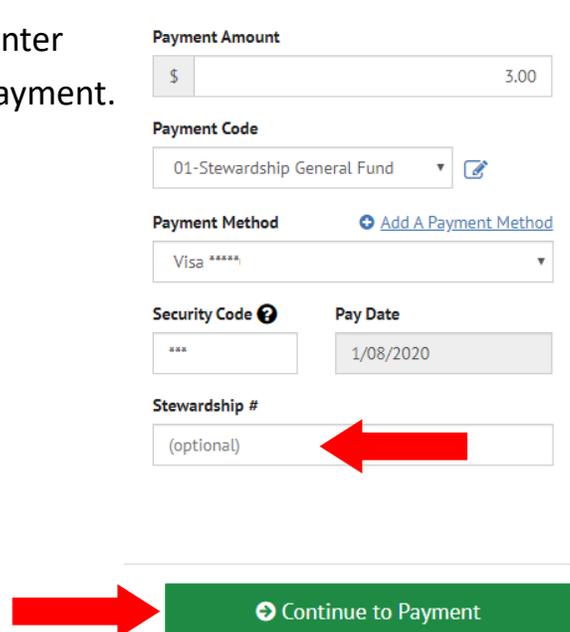5. Next, click Add a Payment Method to enter in your Payment Method.
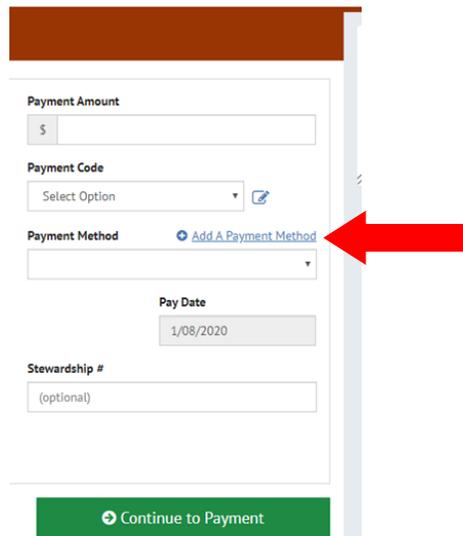
Payment Amount

$

Payment Code

Select Option

Payment Method   ⊕ Add A Payment Method

Pay Date

1/08/2020

Stewardship #

(optional)

⊕ Continue to Payment

You can select to make your payment through your Credit/Debit card or with your Bank Account.

Click the arrow for your preferred payment method and enter in your information.
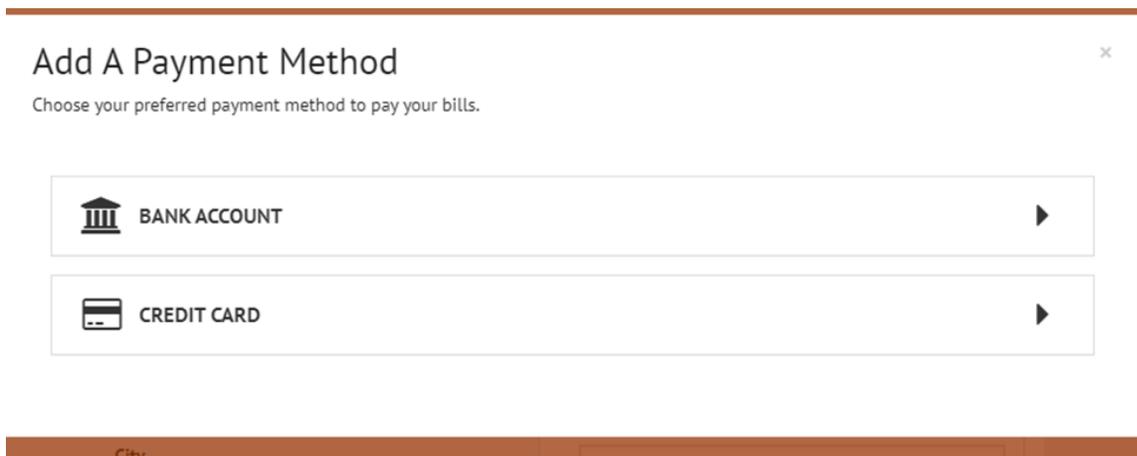
Add A Payment Method

Choose your preferred payment method to pay your bills.

🏛 **BANK ACCOUNT**   ▶

💳 **CREDIT CARD**   ▶

City

6. Once your payment information has been entered, enter your Stewardship number and then click Continue to Payment.

Payment Amount

$ 3.00

Payment Code

01-Stewardship General Fund

Payment Method   ⊕ Add A Payment Method

Visa *****

Security Code ❓   **Pay Date**

***   1/08/2020

Stewardship #

(optional)

⊕ Continue to Payment

7. The next screen will show you a summary of your payment. Make sure everything is correct, and agree to the terms and conditions. Then select Make Payment.

8. You will then see a confirmation screen outlining your transaction. You may print for your records and from here, you can begin the process to create an account and create recurring payments.

Go through the prompts to create and activate your account.

9. Once you've created and logged into your account, click on Recurring Payment Setup then click the green box and Create New Recurring Payment.

Give your Recurring Payment a name, for example you can use 2020 General Fund, 2020 Building Fund, etc.
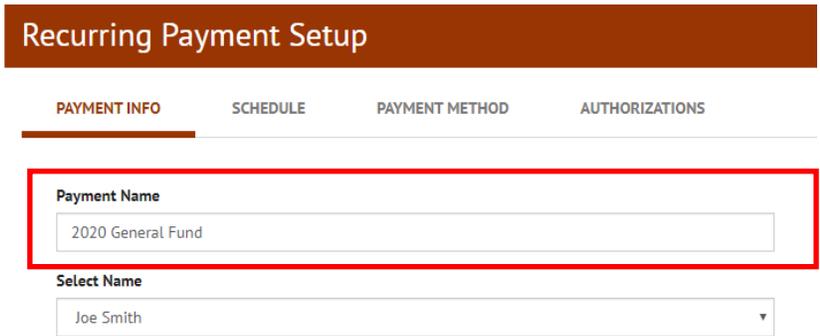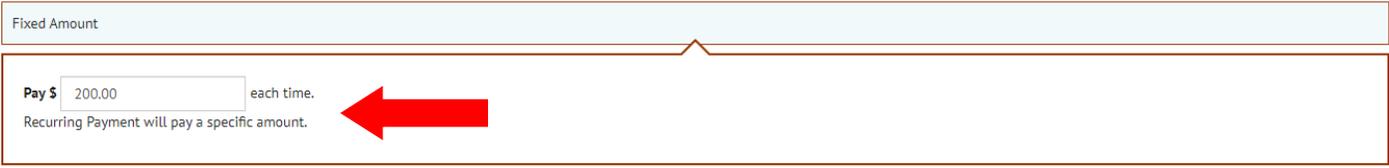

The follow the prompts and select when you'd like the payments to start, how much each payment will be, and how long you'd like to continue making the payments.

Continue through the remaining prompts with your payment information to complete the setup.

If you have any questions, please don't hesitate to contact the Church Administration Office at 248-362-9575 or Office@StNicholasTroy.org