

Online payments instructions

You can financially support your church even when you are away or for some other reason not able to attend services. Below is description for setting up your church as an vendor in online bill pay service of your bank (example below is for Sovereign Bank but other banks are similar).

1) Go to **Bill Pay & e-Bills**

Account Information - Windows Internet Explorer

https://www.site-secure.com/cgi-bin/cgijgg.exe/sovne/ZRo9hRFr{,398536001326,GetAcct

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Account Information

Online Banking Home | Customer Service | Contact Us | Log Out Find an ATM/Branch

Sovereign Bank

Account | Transfer Funds | **Bill Pay & e-Bills** | Stop Payments | Change Login Preferences | Reorder Checks

Account Summary

STANDARD OVERDRAFT SERVICES
ARE YOU IN?

5-Year CD
2.15% APY
\$500 Minimum Deposit

Welcome **BRANKO GLISOVIC**
The balances on this page are displayed in whole dollars. Click on the Account Number link below for more detail.

Summary Information

Account Number	Account Type	Available Balance	Ledger Balance
>> [REDACTED]	Savings	[REDACTED]	[REDACTED]
>> [REDACTED]	Checking	[REDACTED]	[REDACTED]

If you have a **Sovereign Bank Mortgage Account**, please [CLICK HERE](#).

Sovereign offers a wide variety of products and services to meet all your banking and borrowing needs. [Click Here](#) to learn more and apply now.

To correctly end your session and ensure the privacy of your information, please remember to select "Log Out".

Shortcut: Select a Page

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2) Click on **Add a Bill**

BillPay | Payment Center - Windows Internet Explorer


https://webpay.sovereignbank.com/cw411/wps?rq=ov&sp=1841&osn=&oss=c2e4939e13ea0293a30c67730c070988

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BillPay | Payment Center

Online Banking Home | Customer Service | Contact Us | Help | Log Out Find an ATM/Branch



Payment Center **Add a Bill** Bill History Manage My Bills My Accounts My Profile Messages


Welcome Branko Glisovic
[View new messages from customer service](#)

Quick Biller Add

- Cable/Satellite
- Credit Card
- Insurance
- Loans
- Other
- Telephone
- Utilities

Make it easier on yourself! Add more bills you can pay here.

- Click a bill category on the left.
- Select a biller from the list.
- Enter the required account information.
- Click **Add Bill**.
- The bill is added to your bills list.



HOME EQUITY LINE OF CREDIT

BETTER WAYS TO BORROW

Bill Reminders

You can set up reminders to help you track when your bills are due. We alert you of any electronic bills you've set up too.

[Set Up Reminders](#)

[View Demo](#)

Pending Payments

Bill	Account	Pay Date
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Pay Bills

Debit my payment(s) from the account below:
Account: *53210

3) Select **Company** and click on **Continue**

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <https://webpay.sovereignbank.com/cw411/wps?rq=qaadd&sp=1841&osn=&oss=c2e4939e13ea0293a30c67730c070988>. The browser's title bar reads "BillPay | Add a Bill - Windows Internet Explorer".

Below the browser window, the Sovereign Bank website header is visible, including navigation links: "Online Banking Home | Customer Service | Contact Us | Help | Log Out" and "Find an ATM/Branch". The Sovereign Bank logo is prominently displayed on a red background.

The main content area is a red-bordered box titled "Quick Add a Company or Person to Pay". It contains the following text: "To start making payments, select the type of bill you want to add, and click Continue. [More about who I can pay...](#)".

Underneath, there is a question: "Who do you want to pay?". Two radio button options are provided: "Company" (which is selected) and "Person".

At the bottom right of this section, there are two buttons: "Continue" and "Cancel".

The footer of the page includes the text: "Copyright 2011 Sovereign Bank. All rights reserved. Equal Housing Lender - Member FDIC" and a link to "Terms & Conditions".

4) Most likely church is not in banks records as company so click on **enter all the information from your bill**

BillPay | Add a Bill - Windows Internet Explorer

https://webpay.sovereignbank.com/cw411/wps?rq=qaadd&sp=1841&osn=&oss=c2e4939e13ea0293a30c67730c070988

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BillPay | Add a Bill

Online Banking Home | Customer Service | Contact Us | Help | Log Out Find an ATM/Branch

Sovereign Bank

Quick Add a Company or Person to Pay ?

To start making payments, select the type of bill you want to add, and click Continue. [More about who I can pay...](#)

Who do you want to pay? Company
 Person

Search

To find the company you want to add, enter the information and click **Search**. We'll try to find an address match for you.

Biller Name
As it appears on bill

If you prefer, you can [enter all the information for your bill](#).

Search Cancel

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5) Enter information as shown on the photo below and click on **Add Bill** button

BillPay | Add a Company With an Account Number - Windows Internet Explorer

https://webpay.sovereignbank.com/cw411/wps

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Favorites Suggested Sites Free Hotmail Web Slice Gallery

BillPay | Add a Company With an Account Number

Online Banking Home | Customer Service | Contact Us | Help | Log Out Find an ATM/Branch

Sovereign Bank

Add a Company ?

Please enter the information as it appears on a bill or invoice from the company you want to pay.

Asterisks (*) indicate required information.

* Biller Name

Nickname
What should I type?

* Account Number
What if I don't have an account number?

* Confirm Account Number

* Biller Address 1
What should I type?

Biller Address 2

* Biller City / State

* Biller ZIP Code -
XXXXX-XXXX

* Biller Phone Number - -
(xxx)-xxx-xxxx

6) Click on **Finished**. This ends initial setup process

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "BillPay | Company Added - Windows Internet Explorer". The address bar shows the URL "https://webpay.sovereignbank.com/cw411/wps". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar, there are icons for "Favorites", "Suggested Sites", "Free Hotmail", and "Web Slice Gallery". The main content area of the browser displays the Sovereign Bank website. At the top of the website, there is a navigation bar with links for "Online Banking Home", "Customer Service", "Contact Us", "Help", and "Log Out", along with a "Find an ATM/Branch" link. The Sovereign Bank logo is prominently displayed in a red banner. Below the navigation bar, a red header box contains the text "Company Added" and a question mark icon. The main message reads: "Congratulations! You've just added St. Sava Serbian Orthodox Church to BillPay, and now you can pay the bill at the Payment Center." At the bottom right of this message box, there are two buttons: "Add Another Bill" and "Finished". The footer of the website contains the text "Copyright 2011 Sovereign Bank. All rights reserved. Equal Housing Lender - Member FDIC" and a link to "Terms & Conditions".

- 7) Now you should see S. Sava Serbian Orthodox church as another of your vendors. When you want to make donation just enter amount select the date and click on **Make Payments**

BillPay | Payment Center - Windows Internet Explorer

https://webpay.sovereignbank.com/cw411/wps?rq=ov&sp=1841&osn=8&oss=c2e4939e13ea0293a30c67730c070988

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BillPay | Payment Center

Telephone
Utilities

Pay Bills ?

Debit my payment(s) from the account below:
Account: *53210

[Add/Manage Groups](#)

[-] Unassigned Billers

Features	Billers Name	Amount	Pay Date
	St. Sava Serbian Orthodox Church Church more	\$ [REDACTED]	07/22/2011

[Make Payments](#)

[Set Up Reminders](#)
[View Demo](#)

Payment Assistant X

St. Sava Serbian Orthodox Church [Update](#)
617-674-4035
41 Alewife Brook Parkway
Cambridge, MA 02140

Pending Payments
You don't have any pending payments.

Recent Payments
You don't have any recently processed payments.
[How do I pay this bill?](#)

8) On the Memo line you can enter any instructions for your donation and then click on **Submit Payments** button.

BillPay | Review Payments - Windows Internet Explorer

https://webpay.sovereignbank.com/cw411/wps#hideErrorAnchor0

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BillPay | Review Payments

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Sovereign Bank

Review Payments ?

Please review the payment information for the following bills and click **Submit Payments**.

Biller Name	Account	Amount	Pay Date	Memo
St. Sava Serbian Orthodox Church Church none	██████	██████	07/22/2011	Memo <input type="text" value="Stewardship"/>

(Payments sent electronically will not include the memo information)

Total: ██████

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We hope you will use this easy way to send donations for our church especially during summer months when lot of people are on vacations and church finances are quite grim.