



1. Sign Into Your PayPal account at www.paypal.com
2. Select the “Money” option from the main menu
3. Select “Send Money” option on the right side of the screen
4. Type “calvarylutheran107@gmail.com” into the e-mail address bar
NOTE: This is a dedicated e-mail address that Andrew set up with our account. It is connected to Calvary’s checking account at Itasca Bank.
5. Type in the dollar amount you wish to send
6. Choose your payment source. This would be your bank account or credit card
7. Select “Send Payment Now”
8. The money will automatically be debited from your bank account or charged to your credit card and transfer to Calvary’s checking account within a few business days. Bank account transfers are free. Credit cards transfers have a fee.
9. Please keep a record of your transactions, as Pam will not know who initiated the transfer. You may also ask Jan to add it to your giving statement.

