

E-BILLING ENHANCEMENTS

ADDITIONAL PAYMENTS INSTRUCTIONS
SECOND COLLECTIONS & SAVINGS DEPOSITS

Pay My Bills

demo.e-billexpress.com/ebpp/sccatholic/BillPay?tsi=z9b2nIS_90yFDqizQKQvKg2

Apps IOI Pay South State Bank sccatholic Login New Tab Comerica

ROMAN CATHOLIC DIOCESE OF CHARLESTON

CSR Portal Search CSR Portal Dashboard Main Menu

Pay My Bills

Recent Bills for Our Lady of the Lake-Property Ins.

Due Date Advanced Search

Send Enrollment View As Customer

UNPAID AND PARTIALLY PAID HISTORY

Hide Account Groupings Export

Invoice Date	Due Date	Account Description	Amount Due	Payment Amount
▼	✓	Parish Name 445		

Add Additional Payments

- Savings Deposit
- Catholic Charities
- The Catholic Relief Services Collection
- The Catholic University of America
- Black and Indian Missions
- Collection for the Church in Latin America
- Catholic Campaign for Human Development
- Retirement Fund for Religious
- Aid to Church in Central & Eastern Europe
- Catholic Communications Campaign
- Disaster Relief Collections
- Peter's Pence Collection
- Holy Land Collection (Good Friday)
- World Mission Sunday (Propagation of the Faith)
- Catholic Home Missions Appeal
- Solidarity Fund for the Church in Africa
- August Collection Designated by Bishop
- Bishop's Annual Appeal
- Seminary Collection
- Infirm Priests

MESSAGES [View](#)

PAYMENT SUMMARY

0 Invoices **\$0.00**

[Remove All](#)

Payment Method [Add A Payment Method](#)

Pay Date

9/01/2020

Payments confirmed before Tuesday, September 01, 2020 2:00 PM ET will be posted on Tuesday, September 01, 2020. Payments confirmed after Tuesday, September 01, 2020 2:00 PM ET will be posted on Wednesday, September 02, 2020.

[Cancel](#) [Continue to Payment](#)

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All invoices that are due for payment to the Diocese will show up on this screen. In this example, the screen is blank because the parish does not owe any invoices.

Select from the **Add Additional Payments** drop-down list if you wish to remit funds to the Diocese.

Pay My Bills

demo.e-billexpress.com/ebpp/sccatholic/BillPay?tsi=xeiNTX5ewkuWrr9phbSeUQ2

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ROMAN CATHOLIC DIOCESE OF CHARLESTON

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Pay My Bills Due Date Advanced Search

Recent Bills for Our Lady of the Lake-Property Ins. Send Enrollment View As Customer

UNPAID AND PARTIALLY PAID HISTORY Hide Account Groupings Export

Invoice Date	Due Date	Account Description	Amount Due	Payment Amount
Parish Name 445		Bishop's Annual Appeal		
✓ Savings Deposit			1000.00	
✓ Aid to Church in Central & Eastern			5.00	
✓ Disaster Relief Collections			10.00	
✓ Bishop's Annual Appeal			500.00	
✓ Seminary Collection			10.00	
✓ Infirm Priests			20.00	

Account Description cannot be empty for Savings Deposit.
 Account Description cannot be empty for Aid to Church in Central & Eastern Europe.
 Account Description cannot be empty for Disaster Relief Collections.
 Account Description cannot be empty for Bishop's Annual Appeal.
 Account Description cannot be empty for Seminary Collection.
 Account Description cannot be empty for Infirm Priests.

MESSAGES View

PAYMENT SUMMARY

0 Invoices \$0.00
 Additional Payments \$1,345.00
[Remove All](#)

Payment Method Add A Payment Method

Pay Date 9/01/2020


Payments confirmed before Tuesday, September 01, 2020 2:00 PM ET will be posted on Tuesday, September 01, 2020. Payments confirmed after Tuesday, September 01, 2020 2:00 PM ET will be posted on Wednesday, September 02, 2020.

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After selecting your specific Additional Payments, you must consult the “Account Description Criteria (Required Labels)” page of these instructions. Certain additional payments require an Account Description label.

Failure to correctly enter the label in the Account Description may result in the wrong parish or school receiving your deposits or credit. Some additional payments require empty (or blank) Account Descriptions.



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Pay My Bills

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UNPAID AND PARTIALLY PAID
HISTORY

[Hide Account Groupings](#)
[Export](#)

	Invoice Date	Due Date	Account Description	Amount Due	Payment Amount
▼			Parish Name 445 Infirm Priests		
✓			Savings Deposit 444521	1000.00	
✓			Aid to Church in Central & Eastern 44592	5.00	
✓			Disaster Relief Collections 44592DISASTER	10.00	
✓			August Collection Designated by Bi 44592BICENTEN	5.00	
✓			Bishop's Annual Appeal 445922020	300.00	
✓			Seminary Collection 44592SEM2NDCOLL	10.00	
✓			Infirm Priests 44592INFIRM	20.00	

MESSAGES [View](#)

PAYMENT SUMMARY

0 Invoices \$0.00

Additional Payments \$1,350.00

[Remove All](#)

Payment Method [Add A Payment Method](#)

Pay Date

10/07/2020

Payments confirmed before Wednesday, October 07, 2020 2:00 PM ET will be posted on Wednesday, October 07, 2020. Payments confirmed after Wednesday, October 07, 2020 2:00 PM ET will be posted on Thursday, October 08, 2020.

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The Account Description is completed with labels for this example parish's Additional Payments. The labels required for this example (and others that might be chosen) are on the next page.

Again, not all additional payments require account description labels. Many require an empty field.

ACCOUNT DESCRIPTION CRITERIA (REQUIRED LABELS)

Certain selections on the “Add Additional Payments” dropdown list will require a label in the Account Description field/box. Below is a list of these required labels. Please note, not all additional payments are to be labeled. The Account Description field/box **must remain empty** *except* for the required labels list below.

Deviating from the exact characters in the following labels may result in the wrong parish or school receiving your deposit or credit.

For the following deposits/contributions, please label the Account Description as stated:

- Savings accounts – Enter your savings account number from your D&L statement. This must be **5 numbers only** – no spaces or letters.
- Bishop’s Annual Appeal – Enter your parish 3-digit number, a 92, and the applicable calendar year of the collection:
i.e. **###922020** (where ### is your particular parish number and 2020 is the current calendar year).

Most Second Collections should not be labelled, and the Account Description must remain empty.

However, for the following Second Collections only, please label as stated:

- **Disaster Relief Collections** – Enter your parish 3-digit number, a 92, and the word DISASTER – i.e. ###92DISASTER
- **Bishop’s Designated August Collection** – Enter your parish 3-digit number, a 92, and the name assigned by the Diocese to the current year collection. For the August 2020 collection, it would read as: ###92BICENTEN
- **Seminary 2nd Collection** – Enter your parish 3-digit number, a 92, and SEM2NDCOLL – i.e. ###92SEM2NDCOLL
- **Infirm Priest 2nd Collection** – Enter your parish 3-digit number, a 92, and INFIRM - i.e. ###92INFIRM
- **Other Collections** – For 2021, Guatemalan Mission is a new collection. Enter your parish 3-digit number, a 92, and INTERMISS - i.e. ###92INTERMISS

Once you have selected an Additional Payment by name, you cannot select it again. This includes Savings Accounts though each savings account is unique.

If you have any questions, please contact the Office of Finance for assistance:

Gabriela Miner, Accounting Supervisor	843-261-0474
Terri Brisson, Director of Financial Services	843-261-0471