

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 example Parish 445 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/scatholic/BillPay?tsi=xeiNTX5ewkuWrr9phbSeUQ2

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ROMAN CATHOLIC DIOCESE OF CHARLESTON

CSR Portal Search CSR Portal Dashboard Main Menu

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.

Cancel Continue to Payment

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



Pay My Bills

Due Date [Advanced Search](#)

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

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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		Other Collections		
✓		Savings Deposit 44521	1000.00	
✓		Aid to Church in Central & Eastern 44592	5.00	
✓		Disaster Relief Collections 44592DISASTER	10.00	
✓		Seminary Collection 44592SEM2NDCOLL	10.00	
✓		Infirm Priests 44592INFIRM	20.00	
✓		Other Collections 44592INTERMISS	5.00	
✓		August Collection Designated by Bi 44592BICENTEN	300.00	

MESSAGES [View](#)

PAYMENT SUMMARY

0 Invoices **\$0.00**

Additional Payments **\$1,350.00**

[Remove All](#)

Payment Method [Add A Payment Method](#)

Pay Date: 10/28/2020

Payments confirmed before Wednesday, October 28, 2020 2:00 PM ET will be posted on Wednesday, October 28, 2020. Payments confirmed after Wednesday, October 28, 2020 2:00 PM ET will be posted on Thursday, October 29, 2020.

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

Decline

The Account Description is completed with labels for example Parish 445's Additional Payments. The labels required for this example are on the next page.

ACCOUNT DESCRIPTION CRITERIA (REQUIRED LABELS)

All selections on the “Add Additional Payments” dropdown list require Account Description labelling with your parish number and “92”. This should result in **5 numbers only** in the Account Description field/box for *most*. Extended descriptions where applicable are listed below.

An exception to this rule is made for deposits to diocesan Savings Accounts. Please label the Account Description with your particular Deposit & Loan 5 digit account number. Again, this should result in **5 numbers only** in the Account Description field/box.

Unless *extended coding* is required, deviating from the required 5 numeric characters as stated above may result in the wrong parish or school receiving your deposit or credit. No spaces or letters are allowed. No descriptive words are allowed.

Extended Account Description Coding

Most Second Collections will only be labeled with your parish number and “92”.

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 calendar year 2020, 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.

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

Gabriela Miner, Accounting Supervisor	843-261-0474
Kelly Engelbert, Chief Financial Officer	843-261-0471