

## Benevolink Registration Procedure

1. Go to [www.benevolink.com](http://www.benevolink.com)
2. Click on **New To Benevolink? Join Today**
3. Enter a user name and password of your choosing (password must be six letters and/or numbers and is case sensitive).
4. Select your security question by using the drop down arrow indicated.
5. Key in the answer to your security question in the box provided.
6. **The next two boxes (how did you hear about us and promotional code) are not required.**
7. Enter your first and last names, date of birth (you must be 18 to participate), street address, city, state and zip code.
8. **Phone number is not required.**
9. Enter your email address as indicated.
10. Check or uncheck the three boxes immediately following your email address based on your personal preferences. Also, check your email format preference.
11. Add Benevolink to your email address book as indicated. **This is optional.**
12. Read the Benevolink terms and conditions and check the box indicating your agreement.
13. Click on Submit
14. **You are now registered. Please proceed to the Charity Selection Procedure.**

## Charity Selection Procedure

1. When you have completed your registration, return to the Benevolink Home Page.
2. Click on **Giving** at the top of the page.
3. Click on **Search Charities** under **Give** on the right side of the page.
4. In the **Charity Name** box, key in St Michaels Catholic Church (**do not enter a period after St or an apostrophe in Michaels**).
5. In the **City, State and Zip** boxes enter Glen Allen, Virginia, 23060.
6. Click on **Search**.
7. Your results should show St Michaels Catholic Church, Glen Allen, Virginia, 23060.
8. Click on the **Add** button.
9. St. Michael's is now set up to receive any contributions you earn through your on-line shopping.

## Review Merchant List

1. When you have completed the Charity Selection procedure, return to the Benevolink Home page and click on **Shopping** at the top of the page.
2. Click on **Shop Retailers A-Z** under **Shop** on the right side of the page.
3. Scan the list to see if any utilities or other service providers you use participate in Benevolink. Use this as an opportunity to review the entire list of Benevolink merchants.
4. **Please note that it is not necessary to register your debit and credit card numbers.** As long as you access the web site of you on-line merchants through Benevolink, St. Michael's will receive a donation because of your purchase. However, registration is suggested since card registration causes a notation to appear on your checking account or credit card statement indicating that a given transaction was eligible for Benevolink credit.

## Quarterly Giving Verification

1. **Benevolink requires that you update your selection of charity or charities once each quarter.** Failure to do so will result in your contributions going into a "pot" called the Community Vault. Should this happen, your contributions will be pooled with other non-designated funds and Benevolink will decide on how your funds are distributed. **St. Michael's will receive a share of the Community Vault distribution on a pro rata basis.**
2. Benevolink's quarter-ending dates are: February 28, May 31, August 31 and November 30. **You will be sent a quarterly reminder by email.**
3. To perform your quarterly update, login to Benevolink and follow the Charity Selection procedure detailed above.