

## Instructions for Shelby Online Mission Share Portal for the Diocese of Southern Ohio – June 2021

The Diocese is switching all mission share payments from paper check to ACH electronic transfer. Parishes have been requesting this for a while. This is advantageous for many reasons. It is safe and secure. Payments are transferred promptly and it automates our record keeping allowing staff to work on other projects. The check does not get lost in the mail like many have this past year. Most all businesses are moving to this form of payment system.

**Frequently asked questions: Can the diocese come in and take money out of our account?** No. As you know with any electronic transfer you must give permission to the other party to access your account. We are not accessing your account. You are pushing the payment to us.

**Can we set up recurring monthly payments?** No. Not at this time. We hope the vendor would add it for those parishes who wish to automate their mission share payments but the system is not designed to do this.

**Can we make our loan payments to the diocese?** No. Not at this time. We are working with the vendor to add this feature.

**Is the diocese forcing us to automatically set up monthly payments?** No. It is not possible with this system.

**Why do we have to make monthly payments?** The diocesan canons require every parish to make monthly mission share payments.

**Can I have the program save our banking information?** No. It is not designed to retain your information.

You should receive an email that looks like this **EXAMPLE:**

From: Episcopal Diocese of Southern Ohio [mailto:financeoffice@diosohio.org]  
Sent: Wednesday, May 12, 2021 8:25 PM  
To: stphilipscircleville@frontier.com  
Subject: Login Invitation

You have been invited to log into Episcopal Diocese of Southern Ohio Financials.

Please go to <https://dso.myshelby.org/financials> and login using the information below:

Login ID: ALTID31 ----- (This will be different for every parish)

Password: FENEU38274 (This will be different for every parish)

After successfully logging in, you will be prompted to change your password.

PLEASE NOTE THE EMAIL ADDRESS IS: [FINANCEOFFICE@DIOSOHIO.ORG](mailto:FINANCEOFFICE@DIOSOHIO.ORG) FOR THIS EMAIL. This email account was set up just for this project.

Once you change your password and enter the portal. You will click the view and pay remittance wording. Enter the amount for your mission share in the correct year, press the process payment button twice. On the next page, verify and enter the information. Then, click submit. It should take a few seconds before it tells you that you were successful.

Any questions or concerns, please contact Fr. David Getreu, Associate for Financial Management and Oversight of the Diocese of Southern Ohio. Cell Phone 740-334-9775, Email: [dgetreu@diosohio.org](mailto:dgetreu@diosohio.org)