

STEP-BY-STEP GUIDE: Sacrament Record Submission and Payment Process

- The sacrament record forms have been slightly revised to make submissions clearer and more efficient.
- Please read the bullet-point instructions before completing each field.

- After you enter the requested information and click **Submit**, you will automatically be directed to the last page as seen here. →

- On this page you can click on the relevant payment link (if submitting 1 record), Edit your response, or Submit another response.

- There is no limit to how many records you can submit at a time.

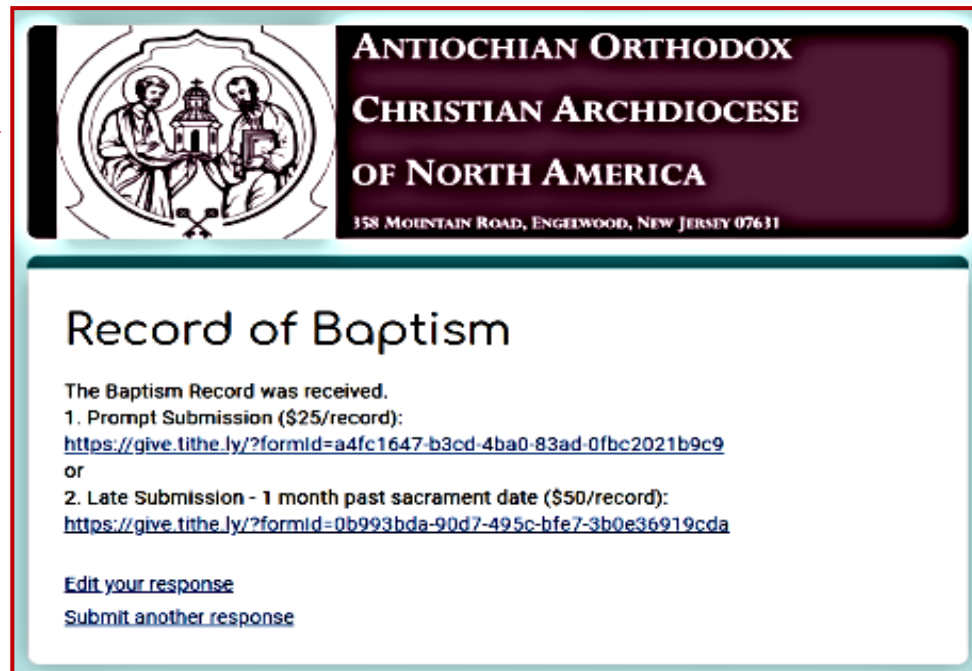
- **Recommendation:** if submitting multiple records, group and submit them by type (Prompt with Prompt, Late with Late) to ensure accurate processing of the payment.

- Select the link that matches your submission type—**Prompt** or **Late**. Each link will take you to the relevant payment page.

- Once there, follow the step-by-step instructions outlined on the following page to complete the payment.

- ❖ Submit each record and pay individually or click **Submit another response** to submit additional records.
- ❖ When finished, select the relevant payment link (\$25 or \$50), manually count the total number of records you submitted, and multiply that number by the fee.

- ❖ Enter the total dollar amount once in the payment section. Quantity per sacrament can no longer be selected, so totals are not calculated automatically.



The screenshot shows the website for the Antiochian Orthodox Christian Archdiocese of North America. The header features a logo with two saints and a church, and the text: "ANTIOCHIAN ORTHODOX CHRISTIAN ARCHDIOCESE OF NORTH AMERICA" and "358 MOUNTAIN ROAD, ENGELWOOD, NEW JERSEY 07631". The main content area is titled "Record of Baptism" and states "The Baptism Record was received." It lists two submission options: 1. Prompt Submission (\$25/record) with a link <https://give.litthe.ly/?formid=a4fc1647-b3cd-4ba0-83ad-0fbc2021b9c9>, and 2. Late Submission - 1 month past sacrament date (\$50/record) with a link <https://give.litthe.ly/?formid=0b993bda-90d7-495c-bfe7-3b0e36919cda>. Below these are links for [Edit your response](#) and [Submit another response](#).

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PAYMENT INSTRUCTIONS

1. Enter the dollar amount (multiply the # of records submitted by the fee).
2. Fund: click the drop-down arrow to choose the fund listed.
3. The frequency of payment defaults to **One Time**.
4. **Cover the fees:** this defaults to **YES** but you may choose **NO**.
5. **Memo:** type the name(s) on the submitted record(s); this is a must if you are paying for multiple records at one time.
6. Click on **G Pay** – follow the instructions; or
7. Click on **Give with Card or Bank** -
a. You will get the **Contact Details** drop down – enter information;
b. click on **Add a New Payment Method**;
c. choose 1 of the 3 options—Card, Google Pay, US bank account;
d. Follow the instructions and type the information requested.
8. Click on **Give**.

Christmation Certificate

\$ 25.00

Fund
Christmation Certificate

One Time Weekly Bi-weekly 1st & 15th Monthly

Cover the fees of \$1.22 No Yes

Memo

Donate with G Pay

Give with Card or Bank VISA Mastercard

Late Marriage Record Fee

\$ 25.00

Fund
Late Marriage Record Fee

One Time Weekly Bi-weekly 1st & 15th Monthly

Cover the fees of \$1.22 No Yes

Memo

Give with Card or Bank VISA Mastercard

Contact Details

First Name Last Name

Email Phone

Street Address

City State/Province

Country United States ZIP/Postal

Card Or Bank

Add a New Payment Method

Give \$26.22

Powered and Secured by Tithe.ly. Learn more.

1. Enter the dollar amount (multiply the # of records submitted by the fee).
2. **Fund:** click the drop-down arrow to choose the fund listed.
3. The frequency of payment defaults to **One Time**.
4. **Cover the fees:** this defaults to **YES** but you may choose **NO**.
5. **Memo:** type the name(s) on the submitted record(s); this is a must if you are paying for multiple records at one time.
6. Click on **G Pay** – follow the instructions; or
7. Click on **Give with Card or Bank** -
 - a. You will get the **Contact Details** drop down – enter information;
 - b. click on **Add a New Payment Method**;
 - c. choose 1 of the 3 options—Card, Google Pay, US bank account;
 - d. Follow the instructions and type the information requested.
8. Click on **Give**.

c. & d.

Close Add New Payment Method

Card Google Pay US bank account

Card number
1234 1234 1234 1234

Expiration date
MM / YY

Security code
CVC

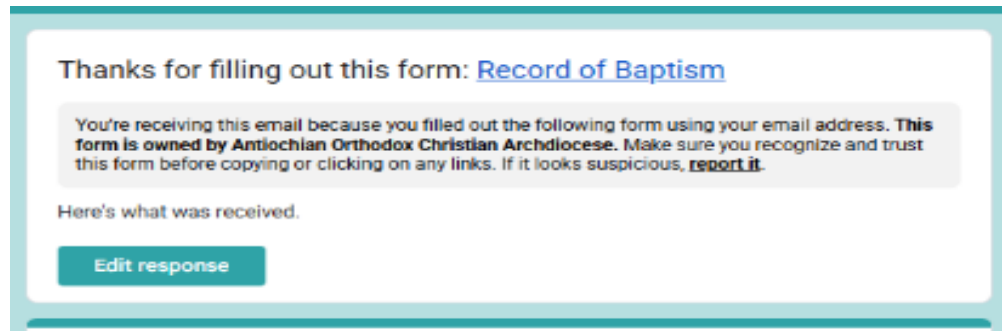
Country
United States

ZIP code
12345

Add New Payment Method

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- You will receive an email confirmation with a copy of the record in the body of the message. If you need to make a correction, click **Edit response** in that email. This will reopen your submission so you can update the information and resubmit it.



Important Note:

Please notify me if you make changes—especially if several days have passed since your original submission—as I may have already processed the certificate or begun working on it.

LINKS TO SUBMIT SACRAMENT RECORDS:

- Baptism Record: <https://forms.gle/SATfgJdgSjagy8wx5>
- Chrismation Record: <https://forms.gle/wuTAsz4uKWCVu7GP6>
- Marriage Record: <https://forms.gle/CDvQmdYZtqvbdRDb8>
- Funeral Record: <https://forms.gle/YQw7HoZocN8NXAoz8>
- Reissue/Funeral Authentication Request: <https://forms.gle/yTWGoGAf5kpXiqQz8>

SUBMISSION FEES:

- \$25 USD/record = New record submitted within 1 month of sacrament date.
- \$50 USD/record = Late record submitted 1-month past sacrament date.
- No fee for Funeral record submission—certificate not issued*.
- Reissue/Funeral Authentication = \$30 USD per certificate reissue request or stamped funeral record request*.

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PAYMENT LINKS

The Chrismation Record was received.

1. Prompt Submission (\$25/record): <https://give.tithe.ly/?formId=c1d492ec-0c23-4975-babb-595d725e3b70>

or

2. Late Submission - 1month past sacrament date (\$50/record): <https://give.tithe.ly/?formId=c1440eba-6859-4892-bbac-3279f407a129>

The Baptism Record was received.

1. Prompt Submission (\$25/record): <https://give.tithe.ly/?formId=a4fc1647-b3cd-4ba0-83ad-0fbc2021b9c9>

or

2. Late Submission - 1month past sacrament date (\$50/record): <https://give.tithe.ly/?formId=0b993bda-90d7-495c-bfe7-3b0e36919cda>

The Marriage Record was received.

Submit your payment using the appropriate link below:

1. Prompt Submission (\$25/record): <https://give.tithe.ly/?formId=988032eb-5b88-4fc8-b281-7b3a805ff073>

or

2. Late Submission - 1month past sacrament date (\$50/record): <https://give.tithe.ly/?formId=09ad2f54-a835-423f-ba0b-4cc3fe823b71>

Reissue . . .

Form submitted! Please complete your payment at Tithe.ly Giving:

<https://give.tithe.ly/?formId=3f11f6ab-f928-4dd7-b17b-858916b43bce>