Uploading Documents to Your Parish Giving Account

To upload Religious Education forms for Confirmation:

- Access your Parish Giving account at parishgiving.org. DO NOT access Parish Giving thru the tab on Nativity's website. This tab is for new registering families.
- Scroll down to the Documents tab. Click on My Documents. A drop-down menu will appear with a list of the documents required by the RE Department.
- Choose the document heading to which you need to upload a document.

    o Before uploading, please RENAME your document indicating the candidate's FIRST and LAST Name, the name of the document, and the year of the Confirmation.

       Example: John Smith Confirmation Name Document: **John Smith Confirmation Name 2025**

    o **Please note which documents are DOUBLE-SIDED and upload BOTH sides.**

- Access the document heading and upload the document. **BE SURE TO SAVE AFTER SUCCESSFULLY UPLOADING EACH DOCUMENT.**

To upload Church documents (Baptism Certificate, Communion Certificate, etc.):

- Access your Parish Giving account. Use parishgiving.org.
- Scroll down to the child for which you wish to upload a document. Click on the child's name.
- Scroll down to Sacramental Information. Click on the section to which you wish to upload the document.
- **BE SURE TO SAVE AFTER SUCCESSFULLY LOADING EACH DOCUMENT.**

If you have any issues or questions uploading documents, please contact the RE office.