

## On Line Giving 'User Instructions' for First Time Users

1. Are you ready to donate? You can Click on the "Donate" button at any time. This will take you to a linked page where the donation details are listed.
2. Find the "Create Profile" button and fill out all required information to build your account.
3. Under "Online Donation", choose "Add Transaction".
4. Under "Donations", fill in the amount you desire either under "Offering" or "Capital Campaign Building Fund". Complete the rest of the information & then Click "continue".
5. Under "Donation Information", choose the "Account" by clicking on the down arrow. Fill in the required information for either checking or debit/credit card. If you are paying by credit/debit card, you have the option of paying the 2% transaction fee. If you wish to do so, click on the option & the system automatically adds it in. This option is not available to direct withdrawal from a checking account.
6. Click "process" to complete transaction. Print your transaction if desired. An email will also be sent to you.
7. Go to upper right-hand corner of page and click the "Log Off" button.
8. If you have logged out and desire to change or delete your transaction, log back in.
  - The next page that comes up after logging back in will show you all your transactions. On the right side of the screen, all your transactions will be shown.
  - Click the "Detail" button to make your changes. Then follow instructions to Log Out.

**NOTES:** You will receive three e-mail messages from the system to confirm your account and your transaction:

- 1) Subject: Profile Created Successfully, [cs@vancopayments.com](mailto:cs@vancopayments.com)
- 2) Subject: Vanco Services-Online Donation, [ereceipt@eservicepayments.com](mailto:ereceipt@eservicepayments.com)
- 3) Subject: Thank you for your online donation, [ereceipt@eservicepayments.com](mailto:ereceipt@eservicepayments.com)

### Instructions For Returning Donors

Once your account has been created, you may "Click" on any "Donate" button. It will take you to the donation page where you can fill out the amount, which Fund you want your donation to go to, how you wish to donate and a recurrence, if any.