

### **Electronic Giving Guide**

We are pleased to offer electronic giving for your donations to St. Andrew UMC. Electronic giving is convenient for you and provides consistency for our church. There is no cost for you to participate. If you are currently giving on a weekly basis, you will no longer need to write out 52 checks a year or prepare 52 envelopes. And when travel, illness, or other circumstances prevent you from attending services, this program will allow your weekly offerings to continue on an uninterrupted basis.

You can reach the electronic giving page by following the link on our website or by going to <u>http://www.standrewumchurch.net/electronic-giving/give.html</u>. Once at the page, you will be guided through setting up a profile, choosing a donation amount, donation frequency, and entering your payment information. The rest of this guide will walk you through step-by-step how to begin electronic giving.

	Click	"Create	Profile"
--	-------	---------	----------

Donations		Lo	g In help
if you've already creat	ed a profile, please "Log In" on the right, othe	erwise continue. Ema	ail Address:
General Operating:	0.00	Pas	sword:
Building Fund:	0.00	C	Log In
Total:	\$0.00	For	got your Email Address or Password?
Oonation Frequency:	Choose One 🔻 (About recurring donations)		
onation Start Date:	01/21/16 mm/dd/yy	Cr	eate Your Online Profile
onation Start Date.	1//21/10 mm/dd/yy	Click Here	Create Profile

#### Enter your email address and choose "Continue"

	Return to our Home
Create Profile	Privacy Notice
Enter a valid email address below. This will be used as your User ID. Email Address: Confirm Email Address: <u>Continue</u>	You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by St Andrew United Methodist Church to process your online transactions. The information Vanco receives from you will only be used to proces your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.
	The password you select is also important in protecting your information; keep it secure and follow the best practices suggested <u>here</u> . View Vanco's Privacy and Security Policy by clicking here.

# Enter your contact information into your profile, choose a password, and click "Create Profile"

Profile	
irst Name: (required)  ast Name: (required)  Address 1: (required)  Address 2:  City: (required)  State / Zip: (required)  Phone Number:	
Email Address: (required) Confirm Email Address: (required)	
Inter Password: (required)	Password requirements: - Must be at least eight characters - Must include at least one letter and one number - Cannot be identical to your first name, last name or email address - Cannot be reused
Re-Enter Password: (required)	<ul> <li>Passwords are case sensitive</li> <li>Your password can consist of the following characters: upper and lower case letters, numbers and special characters other than * " or &gt;</li> </ul>

#### Choose "Add Transaction"

Inline Donation	
Thank you for creating a profile. To add a Donation, click the Add Transaction button below.	<u>Return to our Home Page</u>
My Scheduled Transactions You do not have any transactions scheduled.	
My Transaction History	
Date Range: 12/21/15 to 01/26/16	
Fund: All Funds	
No donations were found for this Date Range and Fund selection.	

5 Enter your donation amounts, select the donation frequency, select a start date, and click "Continue"

**Online Donation** 

		Return to our Home Pa
Donations		
General Operating:	0.00	
Building Fund:	0.00	
Total:	\$0.00	
	hoose One  (About recurring donations) (21/16 mm/dd/yy	
Back Cont	inue	

### 6 Choose your payment type (Checking, Savings or Credit Card) and click "Process"

Donation Information	Donation Summary	
ccount: Choose One	General Operating	100.0
	Building Fund	10.0
Note: Please review the information you entered carefully. Once you click the Process button your Ionation will be submitted and you will have authorized this organization to debit money from your	Total Monthly Donation:	\$110.00
account. This authorization will remain in effect until you terminate it.	Donation Frequency:	Month
<u>C</u> ancel ( <u>P</u> rocess)	Donation Start Date:	01/25/1

## Enter your bank account or credit card information and click "Process"

#### **Online Donation**

New Account Obselving	General Operating	100.0
count: New Account - Checking 🔻		
uting Number:	Building Fund	10.0
count Number:	Total Monthly Donation:	\$110.00
Joe Smith 1234	Donation Frequency:	Monthl
Joe Smith 1234 1234 Anystreet Court Anycity, AA 12345	Donation Start Date:	01/25/1
Bank Bank Check Number (Do not use)		

## Wiew the confirmation screen (You can print from this screen and a confirmation will be emailed to you.)

**Online Donation** 

#### Return to our Home Page Your confirmation number is 136529285 Thank you for your Donation to **Donation Summary** 19452669705 General Operating 100.00 St Andrew United Methodist Church 10.00 350 N Fairfield Rd **Building Fund** Beavercreek, OH 45430-1729 www.standrewumchurch.net 937-426-6491 United States- US Your checking account will be debited \$110.00 monthly starting on 01/25/16 for **Member Information Banking Information** Member ID: First Name: Account Type: Checking Account Last Name: Account Number: XXXXXX Phone Number: Recurring Transaction: Yes Email Address: Monthly Frequency:

Important-please retain this copy for your records. 01/21/16 08:27:36 PM 108.248.22.186

🥩 Print Page

Return to our Home Page