

Eastern Parkway United Methodist Church Online Giving Instructions – Create an Account

Welcome to Online Giving by Vanco for EPUMC!

Vanco is the banking company we use for automatic donations and we are expanding to include online giving through the church website. We have chosen the basic option for online giving. That means it is easy to use and click through, but there are quirks that are noted throughout the document.

This document will show you how to create and maintain the account and complete a transaction that includes one-time and recurring donation. See the disclosure statement at the end of the document.

To start, access the home page of the church website. The URL is <https://easternparkwayumc.com/>. Note, the URL has been upgraded so the website is secure. Banking through Vanco is also secure!

On the home page, the link is located in two places, on the very top See Figure Link 1.

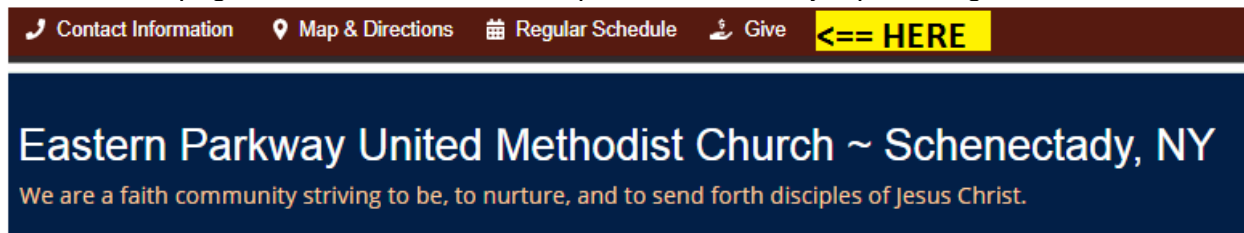


Figure Link 1

And on the left in the Contact Information box under the email link. See Figure Link 2.

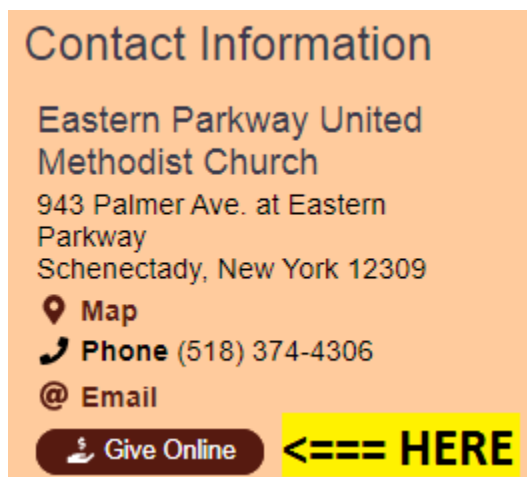


Figure Link 2

When you click on one of those links, another tab will open and you are transferred to a secure connection to Vanco. See Figure 1 for screenshot. You will know you are in the right place when you click on the **Select Fund** dropdown (2) and see **EPUMC CURRENT EXPENSE** as the first selection.

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Fund	Amount
6	

7 Total: \$0.00

8 Next

Figure 1

CREATING AN ACCOUNT

1. Click on the **Sign In / Sign Up** link (1 on Figure 1). The following screen (Figure Create A) is displayed.

1 Email *

2 Password *

3 Sign In

4 [Forgot Your Password?](#)

New to GivePlus ?

5 Create your GivePlus account

Figure Create A

2. You have two options to create an account
 - a. One: If you already completed a one-time donation transaction and provided an email address, you can enter your email (1 on Figure Create A) and click the **Forgot Your Password** link (4 on Figure Create A). Follow the instructions to create your password.
 - b. Two: Click on **Create your GivePlus account** button (5 on Figure Create A) The entry screen (Figure Create B) is displayed

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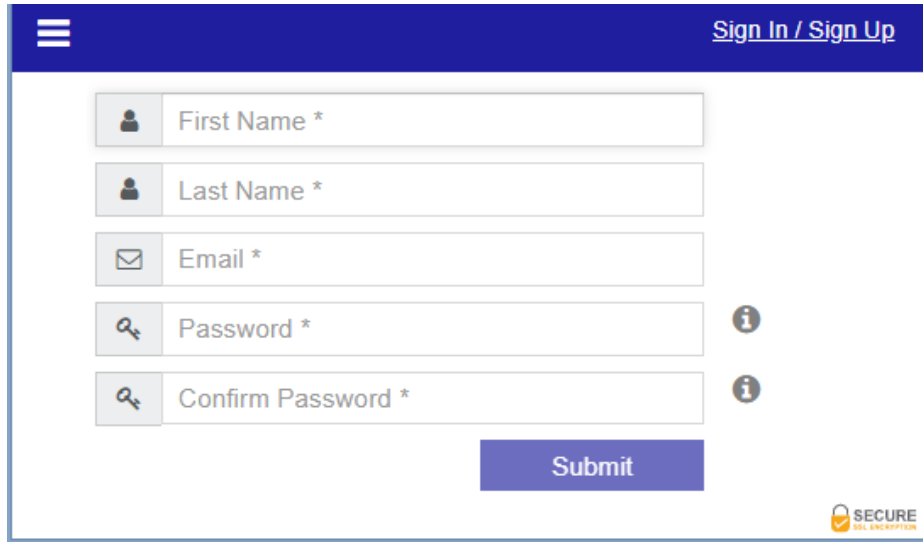

The screenshot shows a web form for creating an account. At the top right, there is a link for "Sign In / Sign Up". The form contains five input fields: "First Name *", "Last Name *", "Email *", "Password *", and "Confirm Password *". Each field has an icon to its left (person, envelope, and key respectively). Information icons (i) are located to the right of the password and confirm password fields. A blue "Submit" button is positioned below the fields. In the bottom right corner, there is a "SECURE" logo with a padlock icon and the text "DEL. ENCRYPTED".

Figure Create B

- i. Complete the form. **All fields are required**
- ii. Clicking the  symbol next to the password fields will display a pop out screen with information on the requirements for creating a password
- iii. Click the **Submit** button
- iv. A confirmation message is displayed (Figure Create C)

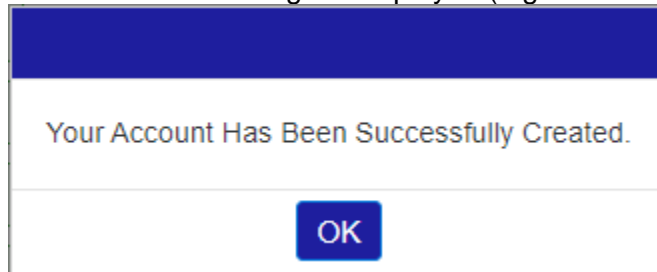


Figure Create C

- v. Click the **OK** button
 - vi. You are returned to the sign in screen.
 - vii. Log in by entering your **Email** address and **Password**
 - viii. The Give Now screen is displayed. Your name replaces the Sign In / Sign up link.
3. From here you can continue to:
- a. Start the process to make a donation on the Give Now screen (next section) or
 - b. Access your account information. Refer to the Account Information section later in this document for more information.
 - i. Note: if you create a payment method at this time via your account, it will be available to you when completing a donation.
 - ii. Note: If you completed a one-time donation and included the same email that you used to create this account, your payment information from that transaction is available. See **payment information disclosure** note at the end of the payment section.

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GIVE NOW INSTRUCTIONS:

The screenshot shows the 'Give Now' interface. At the top right, there is a 'Sign In / Sign Up' link with a red '1' next to it. The main form area is titled 'Give Now'. On the left side, there are three input fields: 'Select Fund *' with a red '2' next to it, 'One Time' with a red '3' next to it, and '\$ Amount *' with a red '4' next to it. Below these fields is a blue 'Add Donation' button with a red '5' next to it. On the right side, there is a table with two columns: 'Fund' and 'Amount'. The table is currently empty, with a large red '6' in the center. Below the table, there is a red '7' next to the text 'Total: \$0.00'. At the bottom center, there is a blue 'Next' button with a red '8' next to it. In the bottom right corner, there is a 'SECURE' logo.

Figure 1 repeated here for reference

1. Select a fund from the Select Fund drop down. (2 on Figure 1) Currently the choices are:

The screenshot shows the 'Select Fund *' dropdown menu. The options are: 'Select Fund *', 'EPUMC CURRENT EXPENSE', 'SICM FOOD PANTRY', 'SICM Mission', 'Bethesda House Mission', 'BETH. HOUSE SOCK PROJECT', 'THINGS OF MY VERY OWN', 'Beth. House Stone Soup Sandwiches', and 'CIRCLE B'. The options 'SICM FOOD PANTRY', 'BETH. HOUSE SOCK PROJECT', 'THINGS OF MY VERY OWN', and 'CIRCLE B' are highlighted in yellow.

EPUMC CURRENT EXPENSE is the default and the main fund for church expenses.

The funds highlighted in yellow are the Sunday bucket collections.

2. Select the frequency of the donation. (3 on Figure 1) The choices are:

The screenshot shows the 'Select Frequency *' dropdown menu. The options are: 'Select Frequency *', 'One Time', 'Weekly', 'Biweekly', 'Monthly', 'Quarterly', and 'Annual'.

Depending on your selection, one or two date fields will open up.

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- a. Starts On: It displays for any frequency selection.
 - i. Left Blank: The donation will take effect immediately.
 - ii. Date Selected: The donation will be completed on the date selected.
 - b. Ends On: (does not display for One-Time)
 - i. Left Blank: The donation will continue at the frequency selected until the donation is cancelled.
 - ii. Date Selected: The donation will continue at the frequency selected until the end date.
3. Enter the amount for the fund selected. A minimum of \$3 is required.
 4. Click the **Add Donation** button. (5 on Figure 1) Your donation should now appear in the Fund list box. (6 on Figure 1)
 - a. The Add Donation button is not clickable until you select a fund and enter an amount.
 - b. If you need to correct the fund or amount, you will need to click the trash can next to the fund to delete it then reenter with the correct information.
 - c. As you add funds, they will appear in this list
 5. As you add funds, the total of your donations will appear in the area labeled 7.

- To contribute to additional funds, repeat steps 1-4.
- See Figure 2 below to view the fund list for donations of one-time \$7 to Current Expense and \$5 monthly to CIRCLE B with start and end dates.

Fund	Amount	
EPUMC CURRENT EXPENSE	\$7.00	🗑️
	One Time	
CIRCLE B	\$5.00	🗑️
From 06/01/2020 To 12/01/2020	Monthly	
Total: \$12.00		

Figure 2

**Eastern Parkway United Methodist Church
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******* IMPORTANT *******

Before clicking the **Next** button (see step 6 below): Verify your donations are correct. You cannot come back to this screen from the payment screen. Once you are past the payment screen, you will have an opportunity to come back to this screen. If you do not have a payment method established, when you click Next to continue to the payment screen again, your payment information is no longer filled in and you will have to reenter.

Once you have submitted a transaction with payment information, it saved for future use. You can have several payment options by adding new ones during a transaction or via your account information.

6. When you have finished selecting your funds, click the **Next** button to continue to the payment screen.
 - a. The Next button is not clickable until at least one fund has been added to the fund/amount list.

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PAYMENT SCREEN

If you have established a payment method(s), you will see it listed here. You may have one even if you did not create it in your account. (See disclosure note at the end of this section.) If you do not have an established payment method, continue with these instructions.

You will have the option to pay by Credit/Debit card or through a Checking/Savings account. The default is the Credit/Debit option (Figure 3). To access the Checking/Savings option, click on the down arrow on the Checking/Savings heading. The Credit/Debit option will collapse and the Checking/Savings option (Figure 4) will expand. You can easily return to the Credit/Debit option by clicking on the down arrow on that heading.

The screenshot shows the 'Pay by Credit/Debit Card' section of the payment interface. At the top, there is a blue header with a hamburger menu icon on the left and 'Sign In / Sign Up' on the right. Below the header, a blue bar contains the text 'Pay by Credit/Debit Card' and a downward arrow. Underneath, there are several input fields: 'Name *', 'Billing Address *', 'City *', 'STATE *', and 'Zip Code *'. To the right of these fields are icons for Mastercard, VISA, and DISCOVER. Further right are fields for 'Card Number *', 'CVV *', 'Month *', and 'Year *'. A blue 'Next' button is positioned at the bottom right of this section. Below the card payment section, another blue bar contains the text 'Pay by Checking/Savings Account' and a downward arrow. At the bottom of the screen, a security notice states: 'GivePlus uses HTTPS to ensure the security and privacy of your personal information. For your convenience, we will store your payment method for future use.' A 'SECURE' logo is in the bottom right corner.

Figure 3

The screenshot shows the 'Pay by Checking/Savings Account' section of the payment interface. At the top, there is a blue header with a hamburger menu icon on the left and 'Sign In / Sign Up' on the right. Below the header, a blue bar contains the text 'Pay by Checking/Savings Account' and a downward arrow. Underneath, there are several input fields: 'Name *', 'Address *', 'Address 2', 'City *', 'STATE *', and 'Zip Code *'. To the right of these fields are radio buttons for 'Checking' (selected) and 'Savings'. Below the radio buttons is a blue box containing a check number '123456789' and a routing number '123 12123456'. Below this box are fields for 'Routing Number *' and 'Account Number *'. A blue 'Next' button is positioned at the bottom right of this section. At the bottom of the screen, a security notice states: 'GivePlus uses HTTPS to ensure the security and privacy of your personal information. For your convenience, we will store your payment method for future use.' A 'SECURE' logo is in the bottom right corner.

Figure 4

**Eastern Parkway United Methodist Church
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Complete the form for whichever option you would like to use and click the **Next** button to go to the Donation Summary screen.

All fields with an asterisk (*) are required.

******* PAYMENT INFORMATION DISCLOSURE *******

Take note of the statement at the bottom of each of the payment methods.

GivePlus uses HTTPS to ensure the security and privacy of your personal information.

For your convenience, we will store your payment method for future use.

This is the same statement that appears on the payment screen when completing a one-time donation. If you included your email address during one or more one-time donations and at least one is the same you used to create this account, the payment method is connected to this account and available for use.

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DONATION SUMMARY SCREEN

A summary of your donation and the payment option you chose is displayed (Figure 5). If something needs to be corrected, you can click the **Back** button to return to the Give Now screen

Donation Summary

<p>Donor Name Your Name</p> <p>Card Number ****xxxx</p> <p><input type="checkbox"/> Would you like to add 2.75% to help offset processing fees?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Fund</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>EPUMC CURRENT EXPENSE</td> <td style="text-align: right;">\$7.00</td> </tr> <tr> <td style="text-align: right;">CIRCLE B</td> <td style="text-align: right;">\$5.00</td> </tr> <tr> <td style="text-align: left;">From 06/01/2020 To 12/01/2020</td> <td style="text-align: right;">Monthly</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total: \$12.00</td> </tr> </tbody> </table>	Fund	Amount	EPUMC CURRENT EXPENSE	\$7.00	CIRCLE B	\$5.00	From 06/01/2020 To 12/01/2020	Monthly	Total: \$12.00	
Fund	Amount										
EPUMC CURRENT EXPENSE	\$7.00										
CIRCLE B	\$5.00										
From 06/01/2020 To 12/01/2020	Monthly										
Total: \$12.00											

Back
Donate Now

Figure 5

You have the option to offset the processing fees if you use a credit/debit card: Click on the check box next to the “Would you like to add 2.75% to help offset the processing fees.”

- If you choose this option, an amount equal to 2.75% of your donation will be added to each fund listed in Fund box. See Figure 6.
- If you do not choose this option, the church will pay the processing fees out of budgeted funds.

Click the **Donate Now** button to finalize your transaction. You will be taken to the Donation Confirmation screen.

Donation Summary

<p>Donor Name Your Name</p> <p>Card Number ****xxxx</p> <p><input checked="" type="checkbox"/> Would you like to add 2.75% to help offset processing fees?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Fund</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>EPUMC CURRENT EXPENSE</td> <td style="text-align: right;">\$7.19</td> </tr> <tr> <td style="text-align: right;">CIRCLE B</td> <td style="text-align: right;">\$5.14</td> </tr> <tr> <td style="text-align: left;">From 06/01/2020 To 12/01/2020</td> <td style="text-align: right;">Monthly</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total: \$12.33</td> </tr> </tbody> </table>	Fund	Amount	EPUMC CURRENT EXPENSE	\$7.19	CIRCLE B	\$5.14	From 06/01/2020 To 12/01/2020	Monthly	Total: \$12.33	
Fund	Amount										
EPUMC CURRENT EXPENSE	\$7.19										
CIRCLE B	\$5.14										
From 06/01/2020 To 12/01/2020	Monthly										
Total: \$12.33											

Back
Donate Now

Figure 6

**Eastern Parkway United Methodist Church
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DONATION CONFIRMATION SCREEN:

Donation Confirmation

Thank you for your donation!

Confirmation number
548090922

Fund	Amount
EPUMC CURRENT EXPENSE	\$7.19 One Time
CIRCLE B From 06/01/2020 To 12/01/2020	\$5.14 Monthly

Total: \$12.33

[Done](#)

Click the **Done** button to return to the Give Now screen.

- If any of your funds have a blank start date, an email is immediately sent to you with information on those donations.
 - *Testing has not yet determined if an email will be sent for other funds as their start date is hit. This section will be updated in the future.*

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ACCOUNT INFORMATION

There are several things you can do or view regarding your account.

1. To access your account information, click on the symbol on the right side of the blue header bar. See Figure Account 1.



Figure Account 1

2. A pop out menu will appear. See Figure Account 2.

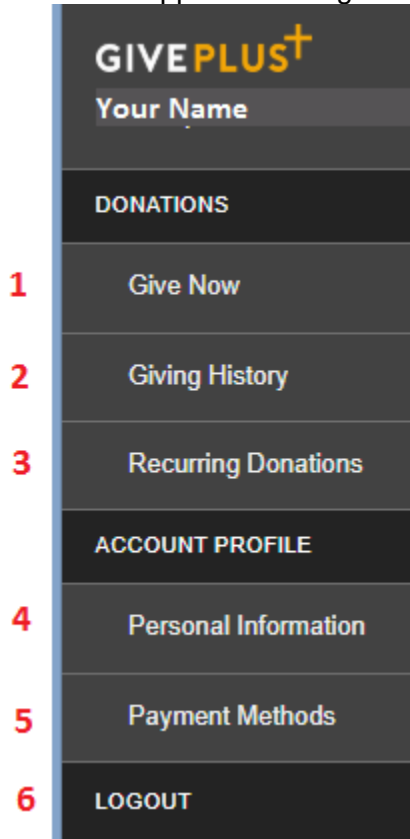


Figure Account 2

3. Give Now (1 on Figure Account 2): Clicking this option will bring you to the Give Now screen to begin a donation transaction.

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4. Giving History (2 on Figure Account 2): Clicking this option will display information about the donations you have completed. See Figure Account 3

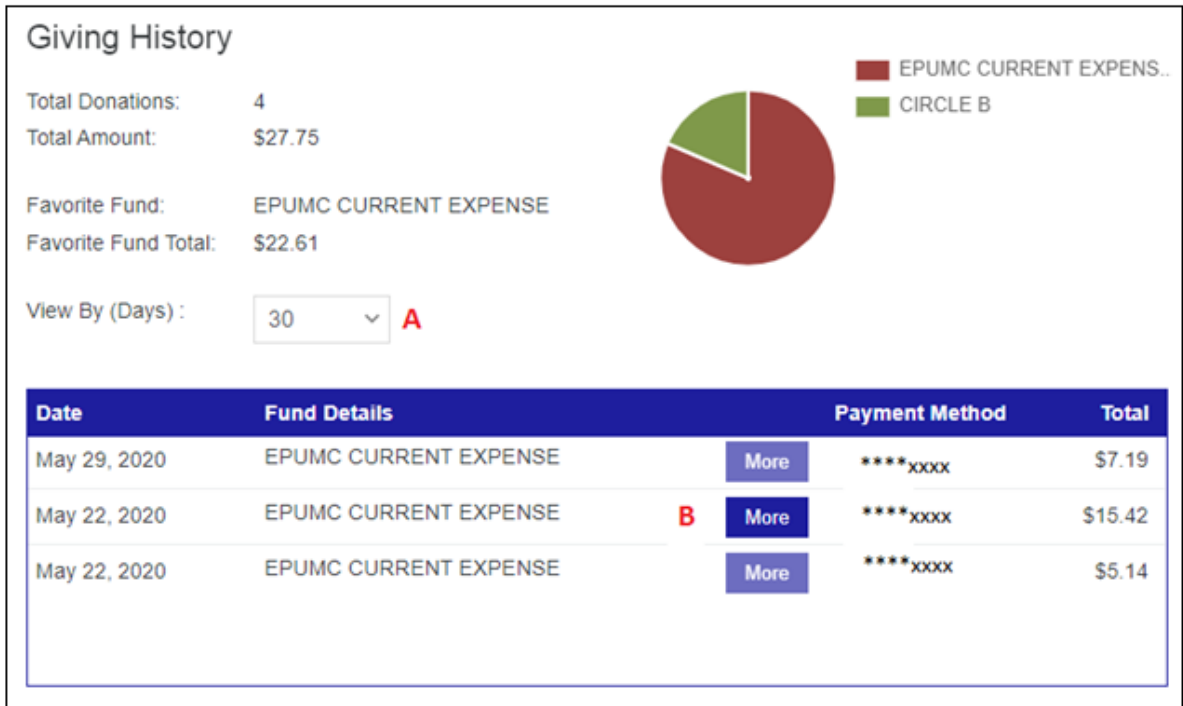
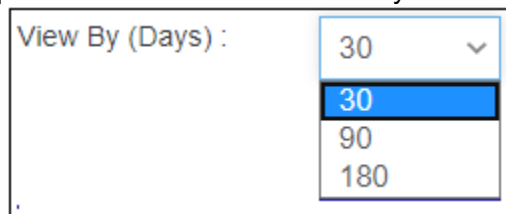


Figure Account 3

- a. View By (Days) (**A** on Figure Account 3): Clicking on the down arrow will give you three options to choose how far back you would like to view donations.



- b. More Button (**B** on Figure Account 3): Click on this button to see all of the funds associated with the donation.
- i. Only transactions that have more than one fund associated with it will have a clickable **More** button

Giving History - May 22, 2020	
Fund	Amount
EPUMC CURRENT EXPENSE	\$10.28
CIRCLE B	\$5.14

Figure Account 4

Eastern Parkway United Methodist Church Online Giving Instructions – Create an Account

- ii. Recurring Donations: Click on a fund in Figure Account 4. If it is recurring it will pop open a screen. See Figure Account 5.

Recurring Donations			
Funds		Amount	Details
CIRCLE B	****XXXX	\$5.14	Next Payment: Jun 1, 2020
	Monthly Total:	\$5.14	Start Date: Jun 1, 2020
			End Date: Dec 1, 2020 A 

Figure Account 5

- iii. Trash Can: Click the trash can (A on Figure Account 5) to cancel the recurring donation. Any donations that have already processed between the start date and date of cancellation will not be affected.. Click on the Delete button to complete the cancellation. (See Figure Account 6)

✕

Are you sure you want to delete this recurring donation?

Figure Account 6

5. Personal Information (4 on Figure Account 2): Clicking this option allows you to update your name or password. See Figure Account 7.

Account Profile

you@emailcom

i

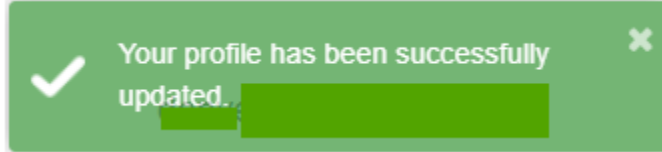
i

i

Figure Account 7

Eastern Parkway United Methodist Church Online Giving Instructions – Create an Account

- a. Update Name
 - i. Update first and/or last name and click **Update Name** button.
- b. Update Password
 - i. Enter required information and click **Update Password** button.
- c. For either update, you will get a confirmation message. Click the **x** to close it.



6. Payment Method (**5** on Figure Account 2): Clicking this option allows you to view all payment methods. You will be able to update or delete a method.

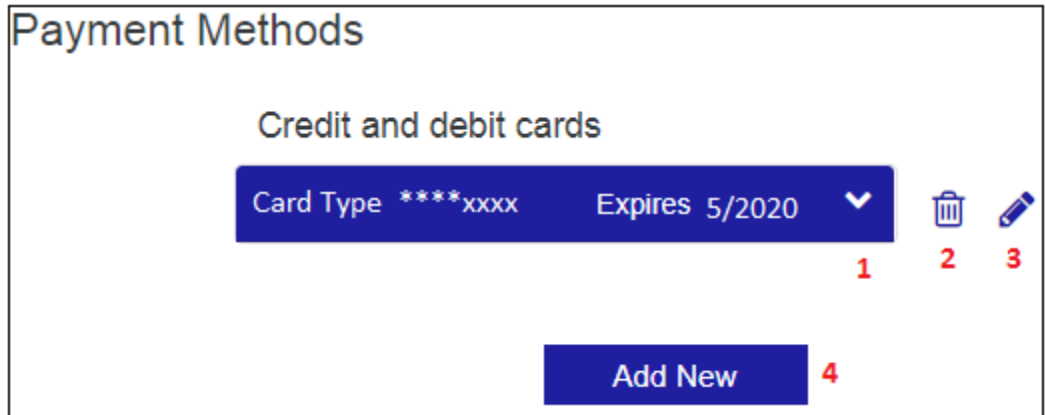
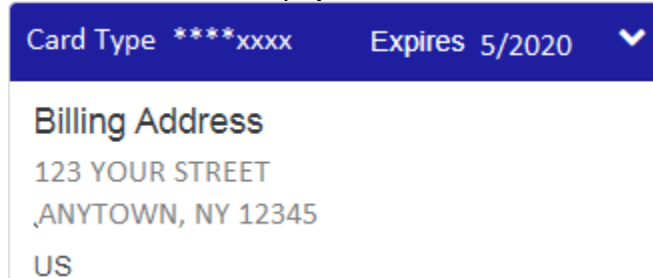
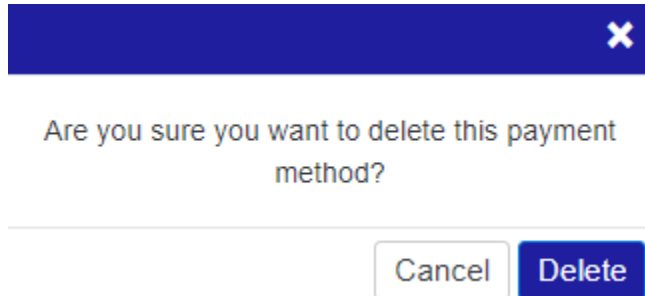


Figure Account 8

- a. Down Arrow (**1** on Figure Account 8): Click the down arrow to view the billing address associated with this payment method



- b. Trash Can aka Delete (**2** on Figure Account 8): Click the trash can to delete this payment method. A delete confirmation pop up will display. Click **Delete** button to complete the deletion.



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- c. Pencil aka Edit (3 on Figure Account 8): Click the pencil to edit your payment method information. When you have finished click the Save button.

123 YOUR STREET

Card Number: ****xxxx

ANYTOWN

MAY

2020

NY

12345

Save

- d. Add New (4 on Figure Account 8): Clicking this item will allow you to add a new payment method. It is the same process as described in the Payment Screen section earlier in this document.
7. LOGOUT (4 on Figure Account 8): Click this option to log out of our Give Plus account.
8. Special Note 1: Unfortunately, there isn't a single area in the account information section where your address is kept. Addresses are kept with the payment methods. If you need to update your address, you will need to update it for all payment methods.
9. Special Note 2: To cancel your account, contact your church's Vanco account administrator. See Account Disclosure.

**Eastern Parkway United Methodist Church
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******* ACCOUNT DISCLOSURE *******

The Financial Secretary is the Vanco Administrator for Eastern Parkway United Methodist Church and as such, has access to your account. The administrator is obligated to maintain your privacy, security of the account and not misuse account information.

The administrator can create, update, hold and delete payment methods on the account. This will be done upon written or verbal consent of the account holder unless there are issues. The VA is notified of any activity on the account performed by the account holder and may contact the account holder if there is a question or issue.

The administrator is the only person allowed to cancel or reactivate an account. This will be done upon written or verbal request from the account holder or there are issues related to the account that necessitate cancellation. The account holder can request from the VA the account be reactivated

If you have any questions, please contact the administrator.