

After selecting **Give** you will be taken into our church's Vanco **Online Giving** site. (You may print this PDF document.)

Create your account. Be sure to note your log-in/password information. You will set this up one time. An email will be sent to you to confirm.

Select Log-In to enter each time following.

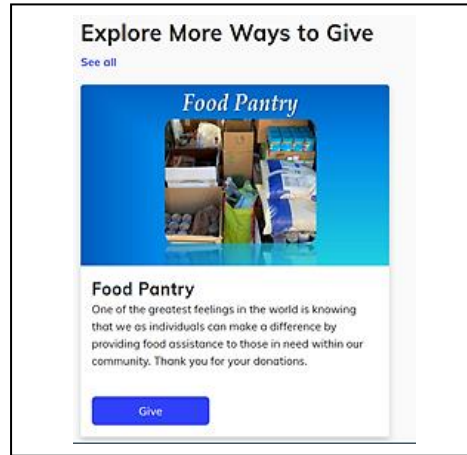
Be sure when signing up for this first time to enter your name. Verify that your profile information is correct by selecting Profile settings with your name and info. Your name will be carried through to the Church reports. It is optional to set up payment information as you may do this at the time of Continue to Payment.

3. Each tile will have Amount, Frequency, and Start Date options. You may **Give** one-time(Once, now or future date) or set up a recurring option(Every week, Every two weeks, Monthly).

Minimum amount is \$3.00.

Note is optional. If you would like indicate that your offering is to a special fund(Sunday Offering, Pledge, Building, Helping Hand, UMCOR, or special request). When finished Select Add to Basket.

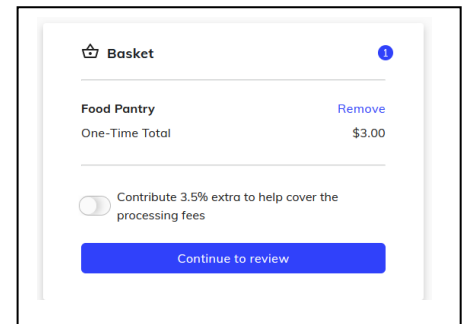
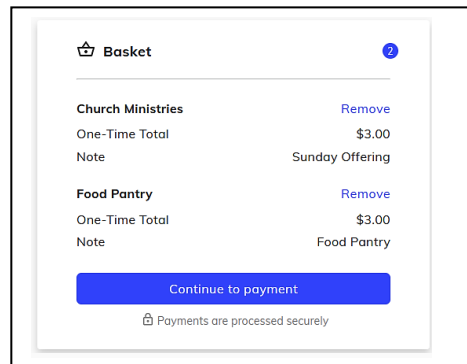
4. If you also wish to Give to the Food Pantry – select this tile. You will step through the same screens to complete and Add to Basket.



5. Next step is to complete your transaction at the Basket.

If you want to Remove a payment, you can select Remove at this time.

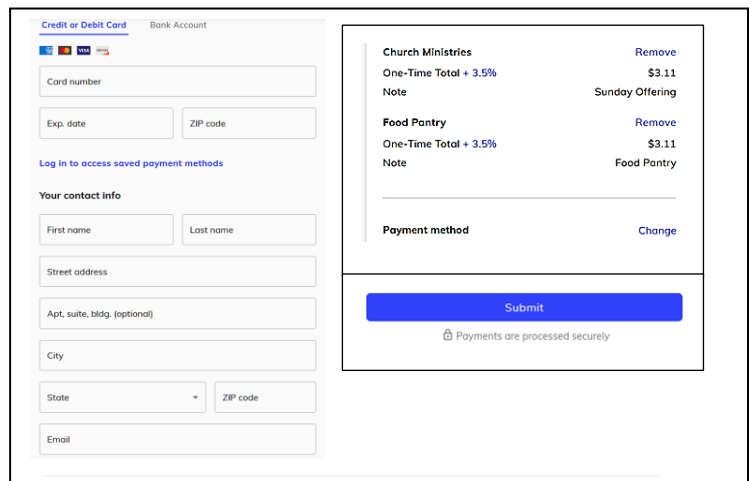
Select Continue to Payment.



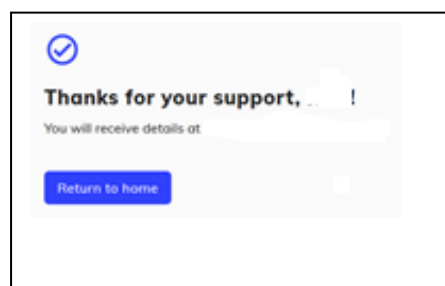
6. The screen that appears will have the Basket showing your total amount for each Giving with the screen for you to enter your Credit/Debit/ACH(Checking) account information. You may also select the Contribute option to add extra to help cover processing fees. This is optional.

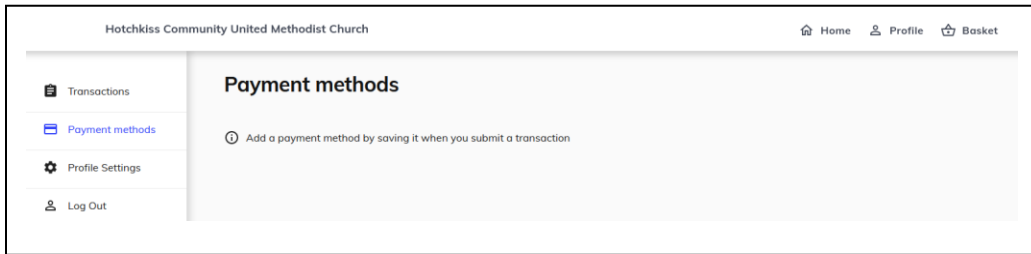
At this time you can Remove(Cancel) a Giving or Change the payment method.

Select Submit to complete your Giving transaction to be processed.



Check your email box for a confirmation email from Hotchkiss United Methodist Church from Vanco Support.





Home will return you to the 2 Giving tiles.

Select Profile

Transactions will show Scheduled & History

Payment methods are what is currently set up and where you may edit them.

Modify your personal information, change your password

Basket will show empty or what is currently waiting to be continued.