Access

Use the following QR code or URL to assess the church donation web page:

Qr Code	
URL	https://durhamlutheran.org/about/donations/

You can also access the page by clicking the tab on the upper right of the Site menu:
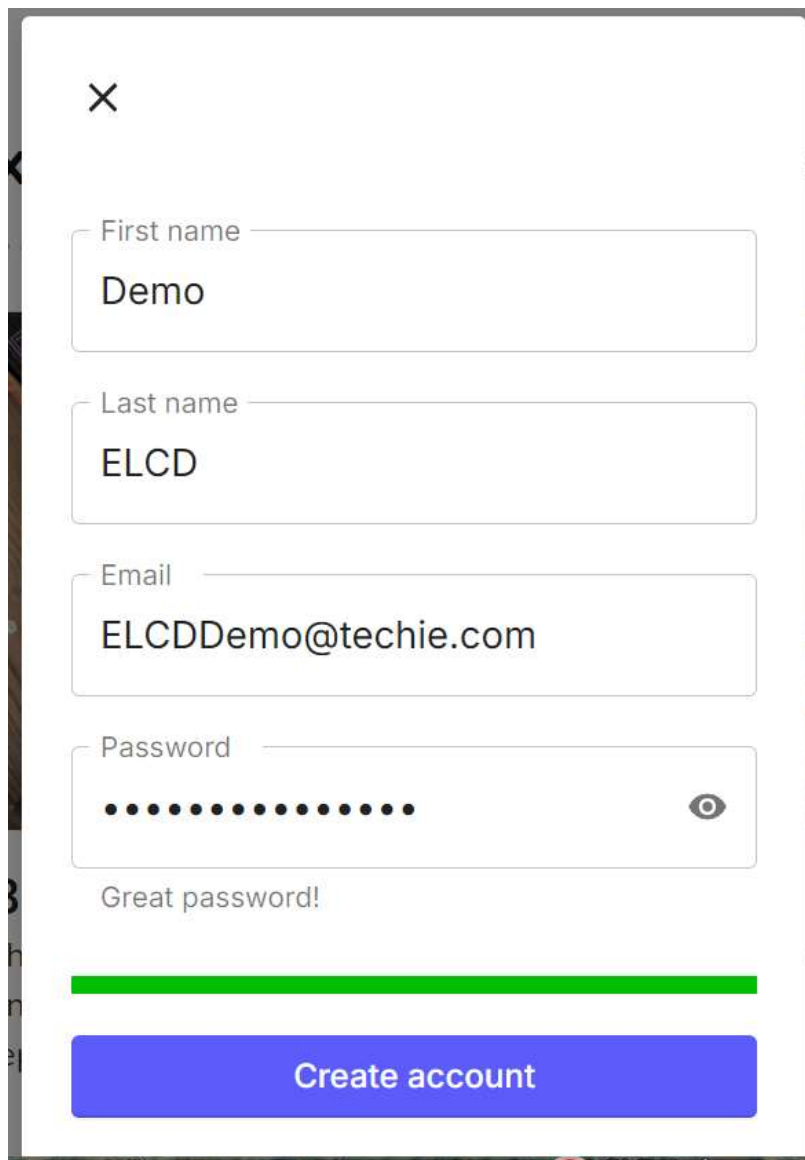
Sign Up

Use the *Sign-Up* Link to create an account on Vanco to be able to maintain your personal information and selections for recurring giving. You do not need to sign up to make a one-time donation.

The following pop-up will display when selecting sign up, enter the information requested, then click the *Create account* button.

NOTE: The password must be between 8-50 characters, and contain at least one each of upper case letter, lowercase letter, number and a special character (except *) enter the requested information:

You will receive an email like the one below from Vanco with a code to use to confirm the email address is valid:

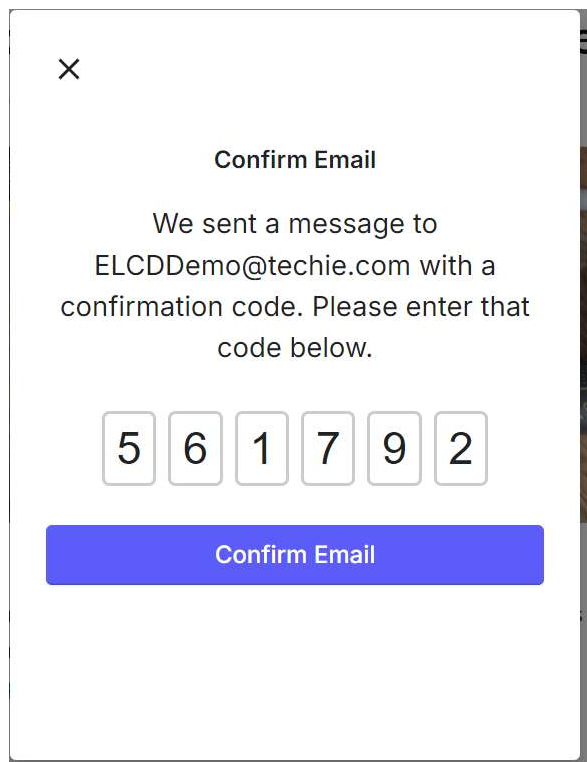Enter the code into the Confirm Email Pop-up and click the *Confirm Emai*l button.:

 NOTE: If you have not already selected a donation, you will need to do so before you can enter payment information.

Donate

NOTE: you can select between showing contribution categories as tiles or a list by toggling between the two buttons to the right of the search, the following image illustrates using tiles. You can scroll vertically through the tiles to find which items you wish to contribute to.

Click the Contribute button to select the item you wish to contribute to.

Enter the information as follows:

- Amount - Must be at least $3.00.

- One time /Recurring - click the toggle button to select which type you want; it defaults to recurring.

    o One time - you can choose when to make the donation, either *Once , now* for an immediate donation, or *Once, on a future date,* where you can either type in a date, or select it from the calendar that appears below the Start date box.

Regular Offering

Amount

$5.00

| One time | Recurring |

Frequency

Once, on a future date   ▾

Start date

10/31/2024   ✕

| ← | **October 2024** | → |

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	**31**		

Add to Basket

- o Recurring – Use recurring if you want to "set and forget" a donation schedule to automatically send the contribution on a schedule. You can select a frequency of weekly, every two weeks, twice a month, monthly, quarterly, or annually. You can also set a Start Date and End date.

- o Some contribution types may also have a designation for naming a specific purpose, such as who a Memorial is in memory of.

- o Once You have completed entering the information, use the *Add to Basket* button to add your contribution to the Basket.

Regular Offering

Amount

One time	Recurring

Frequency
Monthly ▼

Start date

| ← | October 2024 | → |

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Set End Date +

Add to Basket

At this point you can scroll down to add additional contribution types or proceed to add payment information by clicking the *Continue to Payment* button.

Payments

If you have created an account, use the *Log in to access saved payment methods* link to use the previously saved information. On the Continue with an account pop-up enter the account email and click the *Next* button.

Enter your password. Then click <u>Next</u>.

Continue with an account

Please log in or create an account to submit and manage scheduled payments.

ELCDDemo@techie.com ∨

Password

••••••••••••••

Forgot password?

☑ Remember account

Next

Don't have an account? **Sign up**

Payment

You can choose to Pay by Credit card, Debit Card, or Bank draft. If you pay be Credit or Debit card, there a processing fee of 3%. If paying by Bank Draft, there is a processing fee of 1%. If you wish, you can choose to add an additional amount to your contribution to cover the fee.

Enter the payment information. We recommend you also enter your name, address, and phone information to ensure we have the correct information to match your envelope.

Bank Draft payment

Electronic Fund Transfer Bank drafts require your bank account number and the bank's routing number. These are located at the bottom left of your check, the bank routing number is the first number, and the account number is the second number. You will also need to review the NACHA rules to complete the transaction. You have the option to save the payment method for future use. You must save this information if any contributions are using recurring payments.

← View more giving opportunities

Payment Method

Credit or Debit Card　　**Bank Account**

Account number

Routing number

Account type

Checking account ▼

☑ I accept and acknowledge that this payment is subject to NACHA Rules. **Learn more**

☑ Save this payment method for future use

Your contact info

Credit or Debit Card payment

To pay by card, enter the card information.

Credit or Debit Card　　Bank Account

VISA MasterCard DISCOVER AMEX

Card number

Exp. date　　　ZIP code　　　CVV ⊙

Log in to access saved payment methods

Your contact info

If you are making a recurring payment or would like to save your payment and personal information to use later, enter your contact information in the field provided below the payment method.

Your contact info

First name

Demo

Last name

ELCD

Street address

PO Box 100

Apt, suite, bldg. (optional)

City

Durham

State

Pennsylvania ▾

ZIP code

18039

Email

ELCDDemo@techie.com

Phone number (optional)

9999999999

Review Payment

At this point you can review the information in your basket, Click the *Continue to review* button to continue the payment process. It may prompt you to complete a Captcha to prove you are human.

The review page shows and if everything is as expected, click *Submit* to process the Payment.

A confirmation screen will appear, and you will receive email confirmation of the payment.
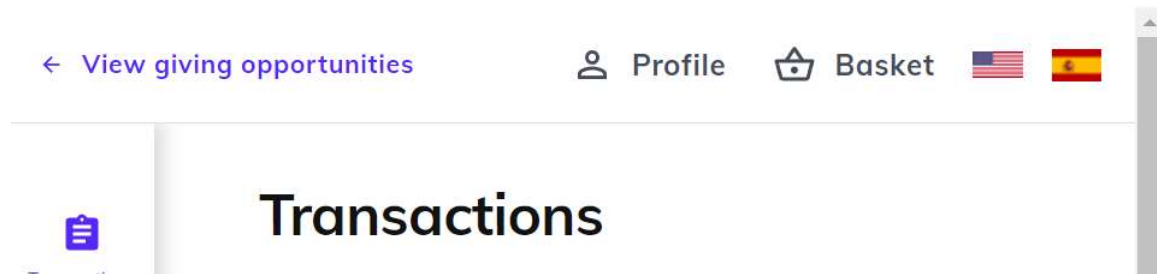
Durham Lutheran Vanco Demo Donation Page

Thanks for your support, Demo!

You will receive details at ELCDDemo@techie.com

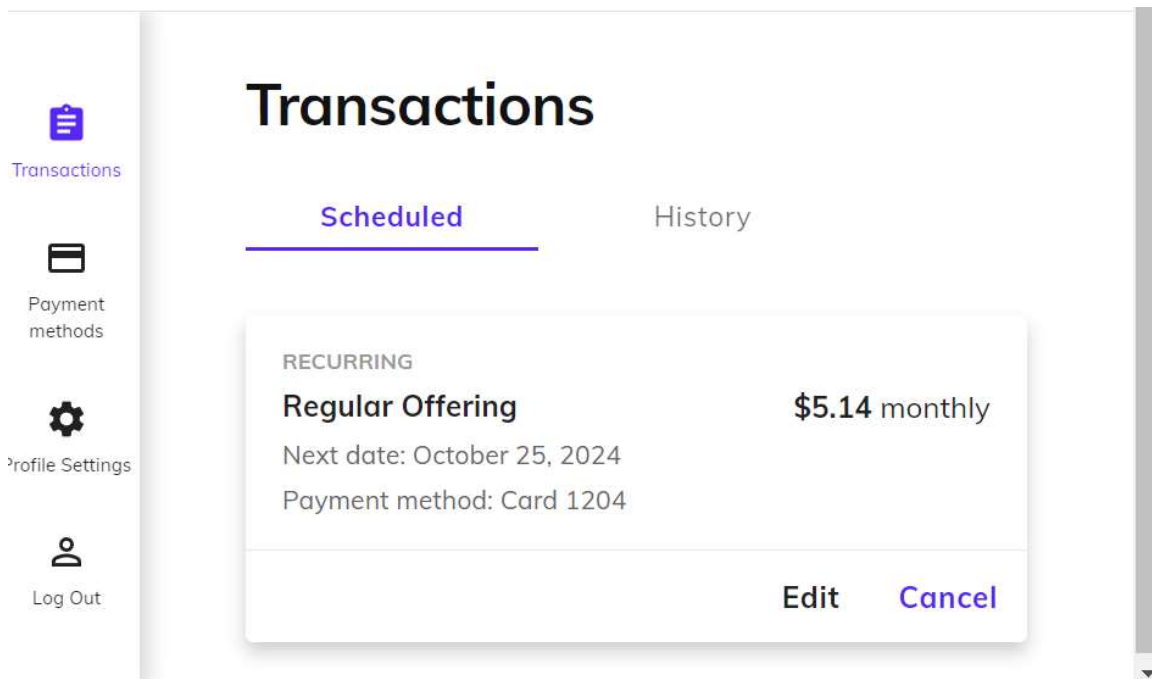View other opportunities

Profile Maintenance

You can view and cancel scheduled contributions, view, add and remove payment Methods, and Update Contact, and security settings by clicking the *Profile* Link at the top of the page.

Transactions

Scheduled

Use the scheduled tab to view, edit and if needed, cancel all future scheduled transactions.
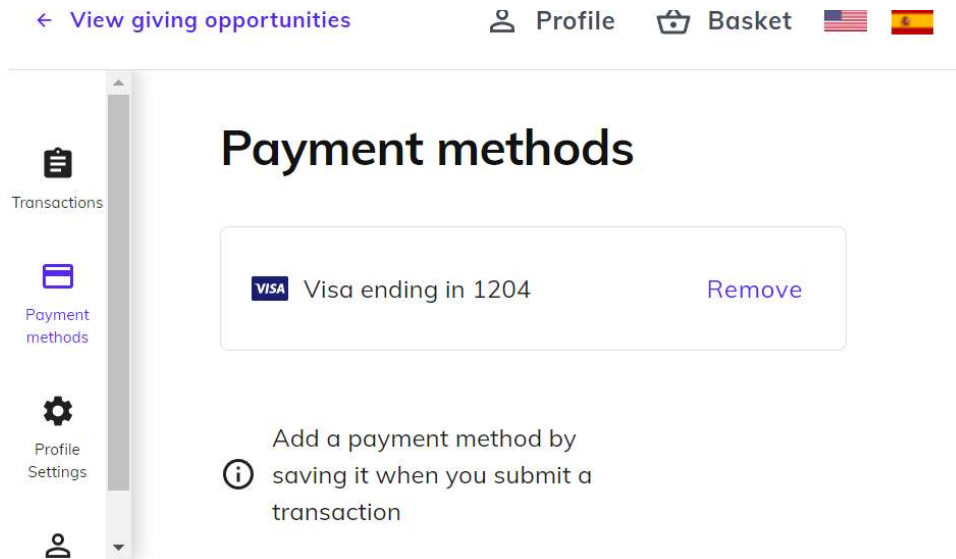
Edit

Cancel

History

Use the History tab to view already competed transactions. You can see more details by clicking a transaction row.

Payment Methods

You can view and cancel a payment method by selecting the Payment Methods icon on the left. Click the *Remove* link to remove a payment method. NOTE: You can only add new payment methods while paying for a contribution.

Profile Settings

Click the *Profile Settings* icon to access the profile page.

You can update your email, address, phone number, password or two factor authentication by clicking the update profile link.

Profile

Update your profile information

First Name *

Demo

Last Name *

ELCD

Address Line 1

PO Box 100

Address Line 2

City

Durham

State/Province

Pennsylvania

Postal Code

18039

Country

Phone Number

+1 (999) 999-9999

Save Profile　　Cancel

Communication

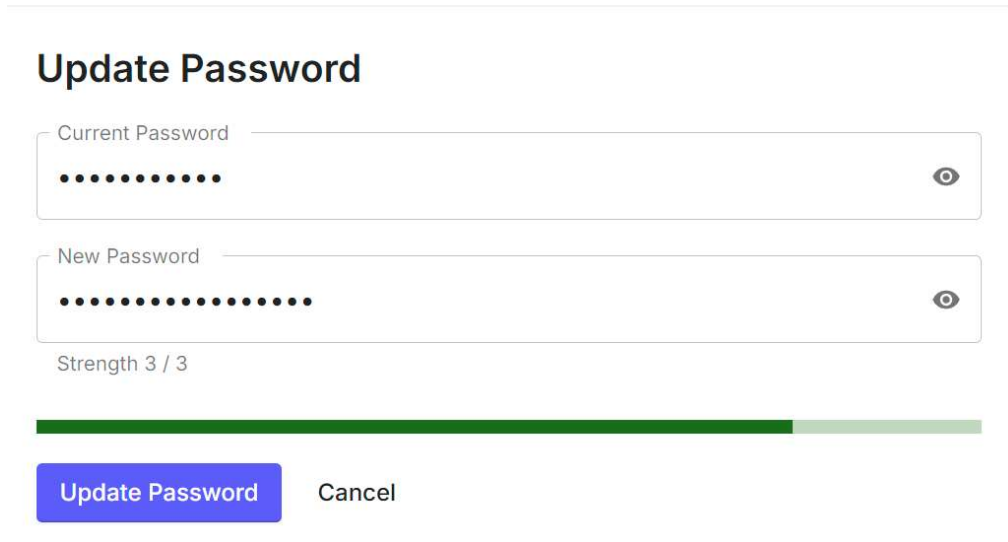Update your email or login alert subscription.

Communication

Email

ELCDDemo@techie.com   Update Email

Subscription Settings

Manage your email subscription settings   Manage

Security

Security

Password

   Change Password

Two-Factor Authentication

   Setup Two-Factor Authentication

Password

You can Change your password:

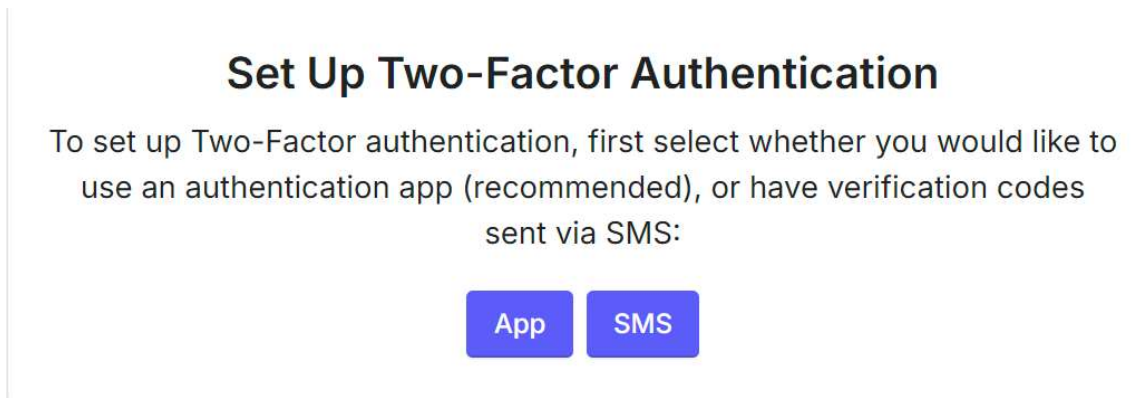**Update Password**

Current Password
•••••••••   👁

New Password
••••••••••••••••   👁

Strength 3 / 3

Update Password   Cancel

Two Factor Authentication

If you would like to use two factor authentication for extra security, Click the *Set up Two Factor Authentication* link to set it up. You can set it up to use an authentication app on your phone, or an SMS text to your phone by following the instructions after clicking the link.

Set Up Two-Factor Authentication

To set up Two-Factor authentication, first select whether you would like to use an authentication app (recommended), or have verification codes sent via SMS:

App   **SMS**

Follow the instructions to set up your selected Two-Factor authentication method.