

# HOSTED ONLINE GIVING

## How it Works



Hosted online giving pages from Vanco Payment Solutions are a great way for members and guests to give from their laptop, tablet, phone or any device with an Internet connection. Accept recurring donations for weekly offerings, pledges or one-time gifts to an unlimited number of funds. You can also accept online payments for special events, school tuition, daycare and more.

### 1. Dollar amount

Donor can enter any dollar amount.

### 2. Frequency

Donor selects the frequency of the gift (e.g., one-time, weekly or monthly).

### 3. Start Date

Donor selects a contribution start date and clicks the **Continue** button. To simplify reporting, limits can be added (e.g., monthly donations can only be processed on the 1st or the 15th).

**Donor Benefit:** Returning donors can log in to add new transactions, edit existing transactions or view a complete history of their online donations and payments.

**YOUR CHURCH**

Online Donation / Payment

[View Mobile Site](#) [Return to our Home Page](#)

**Donation / Payments**

If you've already created a profile, please "Log In" on the right, otherwise continue.

**Donations**

- General Operating:  Provides funding for needs of the organization.
- Building Fund:
- Missions:
- Other:

Frequency:

Donation / Payment Start Date:  mm/dd/yy

**Youth Ministries**

- Fall Bible Studies:  Quantity:  Covers the materials for one youth this Fall.
- Winter Retreat:  Quantity:  Covers the cost for the retreat for one youth.

Frequency:

Donation / Payment Date:  mm/dd/yy

**Adult Ministries**

- Aug/Sept Workshops:  Quantity:  Workshops are every other Sunday evening starting 8/2 through 9/28
- Sept/Oct Luncheons:  Quantity:  These lunches will occur every Saturday in Sept and Oct.

Frequency:

Donation / Payment Date:  mm/dd/yy

**Total:**

**Log In**

Email Address:

Password:

[Forgot your Email Address or Password?](#)

**Create Your Online Profile**

#### 4. Donor information

Donor enters their name and address. The church has the option to make phone number and email address fields required.

**Note:** Churches using event registration can add fields for child name, t-shirt size and many others.

#### 5. Payment method

Donor selects a payment method (e.g., checking, savings, debit or credit card). Your church determines which payment methods are available.

#### 6. Save profile

Donors can save their profile so they can log in at any time to manage their transactions. To save the profile, the donor simply enters a password.

#### 7. Process

Donor clicks on the *Process* button to complete their transaction.

#### 8. Summary

A summary of the donor's transaction(s) appears in the upper-right corner of the screen and a confirmation page is displayed once the donor clicks the *Process* button. A confirmation email is also sent if the donor entered an email address. Your church also has the option to receive email notifications each time a donation is made.

The screenshot shows a web form titled "Online Donation / Payment" for "YOUR CHURCH". The form is divided into several sections:

- 4. Donation / Payment Information:** Fields for First Name (John), Last Name (Smith), Address 1 (1234 Main Street), Address 2, City (Minneapolis), State / Zip (MN / 55555), Phone Number, and Email Address.
- 5. Account Type:** Radio buttons for Checking, Savings, and Credit/Debit Card (selected). Logos for VISA, MasterCard, DISCOVER, and American Express are shown. Fields for Card Number (4111111111111111), Expiration Date, and Name Of Cardholder. An optional checkbox for a 2.75% processing fee is present. A checked checkbox "Use Same Address As Above" is shown. Billing Address 1, 2, City, and State / Zip are pre-filled with the same information as the main form.
- 6. Optional:** A dropdown menu for "In Honor" of.
- 7. Would you like to save your profile before continuing?:** A section explaining the benefits of saving a profile and a "Select Password" button.
- 8. Summary:** A table showing donation details: "General Operating" (50.00), "03-16-2017 Monthly" (50.00), "Total Monthly Donation / Payment: \$50.00", "Youth Ministries" (15.00), "Fall Bible Studies - Quantity of 1" (15.00), "03-16-2017 One Time" (15.00), and "Total One Time Donation / Payment: \$15.00". An "Edit" button is below the summary.

Navigation links include "Return to our Home Page" and a "Process" button at the bottom.