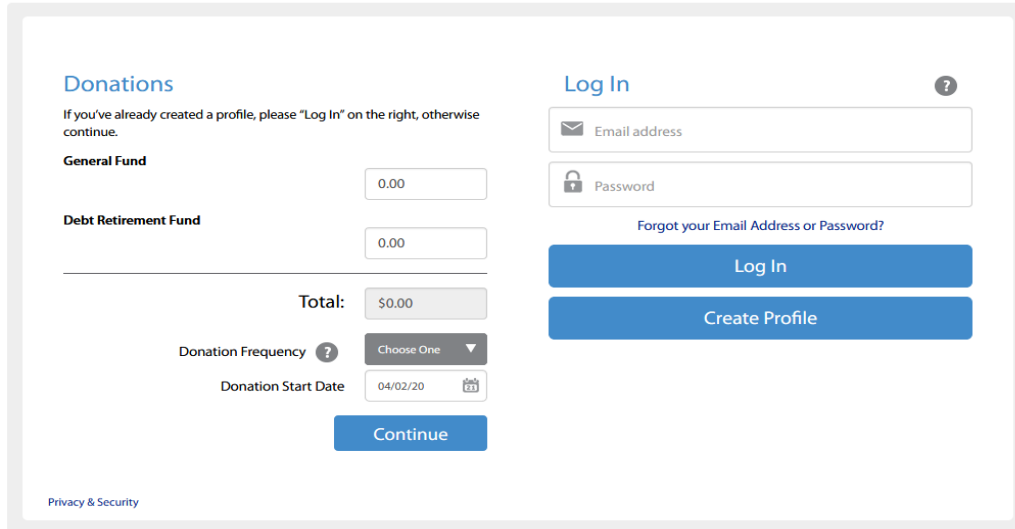


INSTRUCTIONS HOW TO USE PRESBYTERIAN FOUNDATION (VANCO) ONLINE GIVING

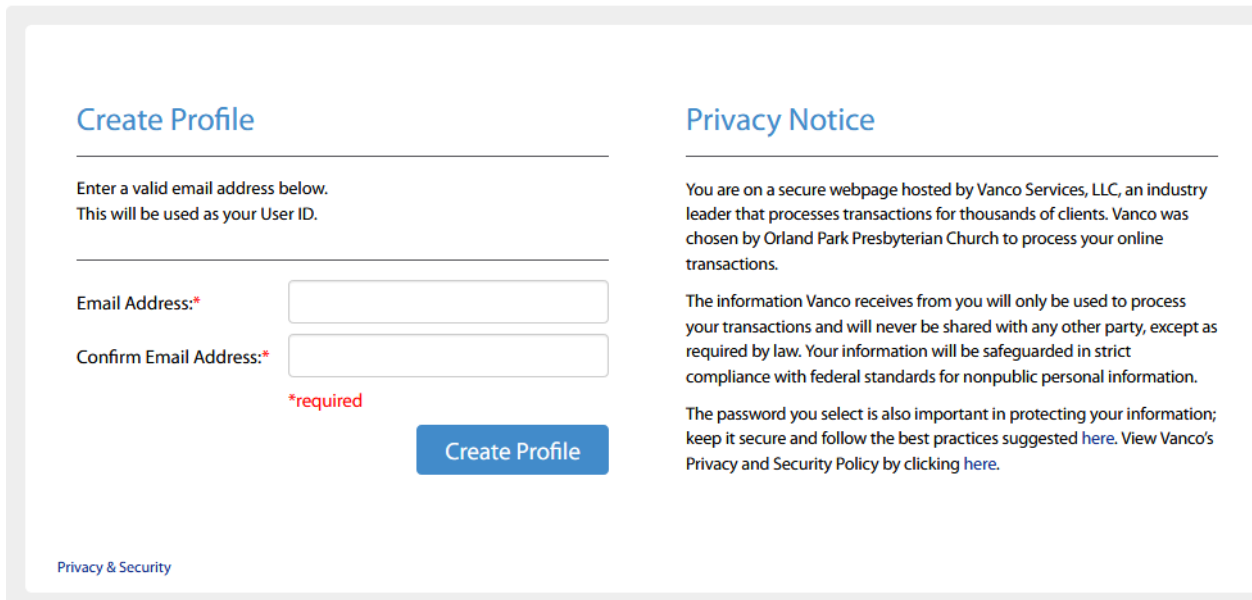
- Click the "Give Here" button.



- The following screen will appear.



- For first-time online donors, click on "Create Profile".
- The following screen opens.



- Fill in your email address. Then confirm your email address and click on Create Profile.

Profile

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Address 1: *	<input type="text"/>
Address 2:	<input type="text"/>
City: *	<input type="text"/>
Country:	<input type="text" value="UNITED STATES - US"/>
State: *	<input type="text"/>
Zip: *	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address: *	<input type="text" value="johnsmith@yahoo.com"/>
Confirm Email Address: *	<input type="text" value="johnsmith@yahoo.com"/>
Enter Password ?	<input type="text"/>
Re-Enter Password	<input type="text"/>

- Fill in all required information.
- Create a password. Click on the ? to see password requirements.
- Re-enter the password. It must match exactly.
- **MAKE SURE YOU RETAIN YOUR PASSWORD. IT WILL BE REQUIRED EVERY TIME YOU ENTER THE APPLICATION.**
- Click on Create Profile.
- The following screen will appear.
- Once you've created Profile and Password, all you need to do for future Logins is enter your email address and your password to get to the screen below.

Online Donation

Add Transaction

Edit Account

My Scheduled Transactions

You do not have any donations scheduled.

My Transaction History

Date Range: 03/02/20 to 04/07/20

Fund: All Funds Search

Date	Total	Frequency	
04/02/20	75.00	One Time	Details

- Click on Add Transaction
- The following screen will appear.

Donations

General Fund 0.00

Debt Retirement Fund 0.00

Total: \$0.00

Donation Frequency ? Choose One

Donation Start Date 04/02/20

Continue

- Enter amount to be donated in each Fund.
- Select Donation Frequency by clicking on drop down arrow.
- Use calendar to specify donation date or start date if scheduling weekly or monthly donations.
- Click Continue.
- The screen below appears.

Summary Home Log On

Donation Information

Account:

Choose One ▾

Notes:

Process \$80.00

Cancel

Donation Summary

General Fund	\$60.00
Debt Retirement Fund	\$20.00
Total One Time Donation	\$80.00
Donation Frequency:	One Time
Donation Start Date:	04/02/20

Edit

- Click on the Account drop down arrow.
- Select an account you've already set up OR set up a checking account or credit card to fund your donation. You must enter Bank Routing and Checking Account number OR a Credit Card Number, Expiration Date, and 3 digit number from backside of credit card.
- The account you selected will now appear in the Account dialogue box as seen below:

Donation Information

Account:

XXXXXXXXXX7136 ▾

Notes:

Process \$80.00

Cancel

Donation Summary

General Fund	\$60.00
Debt Retirement Fund	\$20.00
Total One Time Donation	\$80.00
Donation Frequency:	One Time
Donation Start Date:	04/02/20

Edit

- If all OK (Account, amounts to each fund, total, donation start date), click on Process \$(amount).
- If all in not OK, and will wish to make changes, click on Edit.

- The following Confirmation Screen will appear (with your information).

[Summary](#) | [Profile](#) | [Log Off](#)

Thank you for your Donation to

Orland Park Presbyterian Church
 13401 Wolf Rd
 Orland Park, IL 60467
www.pcorlandpark.org
 (708) 448-8142

Member Information

JOZWIK, DENNIS
 11258 MELROSE CT.
 ORLAND PARK , IL 60467
 UNITED STATES
 708-837-1145

Donation Summary

General Fund	\$60.00
Debt Retirement Fund	\$20.00

Your checking account will be debited on 04/06/20 for \$80.00

Banking Information

Account Type :	Checking Account
Account Number:	xxxxxxxx7136
Confirmation Number:	303028636
Recurring Transaction:	No

Important-please retain this copy for your records.

04/02/20 04:08:06 PM71.239.111.148

[Print Page](#)

[Return to our Home Page](#)

- If you wish to print this confirmation, click on Print Page in lower right.
- Please note that you will receive an email confirmation of your donation within an hour.
- To end, click on Log Off in upper right corner.
- The following screen will appear.

[Return to our Home Page](#)

You have been successfully logged off.

[Return to our Home Page](#)

Privacy & Security

Close your browser session.