

# ONLINE GIVING TUTORIAL: ADVENT LUTHERAN CHURCH MEMBERS

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## WELCOME!

In this tutorial we demonstrate how Advent Lutheran Church members can set up an online giving account to donate via a credit card or direct debit/banking account.

## WHAT YOU NEED TO KNOW ABOUT SECURITY

Advent Lutheran Church partners with Vanco who offers a secure payment solution to accept donations by credit card or direct debit from a banking account. Vanco utilizes the most advanced technology and follows the most stringent guidelines to ensure all your information remains secure. For more information, visit <https://www.vancopayments.com/security>.

## STEP 1: GETTING STARTED

1. Navigate to the Advent website (<http://www.adventchurch.org>) and click **GIVING** in the main menu.

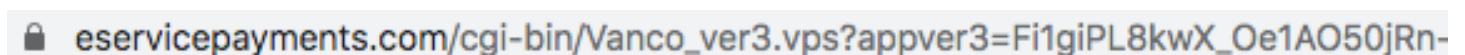


2. Scroll down to the **Online Giving** section.
3. Click the link to the right of the word **Members**.

Click on one of the following links to give online:

- Members: [Electronic Giving by Credit Card or Direct Debit/Banking Account](#) (one-time, or recurring gifts)
- Guests: [Electronic Giving by Credit Card or Direct Debit/Banking Account](#) (one-time gifts, or special event/fundraising)

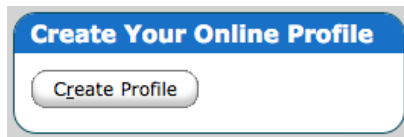
**NOTE:** After clicking the “Electronic Giving” link your web browser will open a new tab directed to a different website starting with a very long URL. <https://www.eservicepayments.com> is valid and is the secure payment solution provider (Vanco) web page.



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## STEP 2: CREATE YOUR ONLINE PROFILE

1. Click the **Create Profile** button.



2. Enter your email address in both fields. Review the Privacy Notice then click the **Continue** button.

A screenshot of a web page. On the left is a "Create Profile" form with two email input fields and a "Continue" button. On the right is a "Privacy Notice" box with text explaining the security of the website and the importance of a strong password. A "Return to our Home Page" link is in the top right corner.

[Return to our Home Page](#)

**Create Profile**

Enter a valid email address below.  
This will be used as your User ID.

Email Address:

Confirm Email Address:

**Privacy Notice**

You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by Advent Lutheran Church to process your online transactions.

The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.

The password you select is also important in protecting your information; keep it secure and follow the best practices suggested [here](#). View Vanco's Privacy and Security Policy by clicking [here](#).

3. Enter the required fields then click the **Create Profile** button (make note of your new password!).

A screenshot of a web page showing a "Profile" form. The form has several input fields for personal information, including name, address, city, state/zip, phone number, and email. There are also password fields and a list of password requirements. A "Create Profile" button is at the bottom. A "Return to our Home Page" link is in the top right corner.

[Return to our Home Page](#)

**Profile**

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)

Confirm Email Address: (required)

Enter Password: (required)

Re-Enter Password: (required)

Password requirements:

- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than \* " or >

### STEP 3: REVIEW ONLINE PROFILE FEATURES

The screenshot displays the 'Online Donation' interface. At the top right, there are three tabs: 'Summary' (which is highlighted), 'Profile', and 'Log Off'. Below the tabs, there are two buttons: 'Add Transaction' and 'Edit Account'. The main content area is divided into two sections. The first section, 'My Scheduled Transactions', has a blue header and contains the text 'You do not have any transactions scheduled.' The second section, 'My Transaction History', also has a blue header and includes a search form. The search form has a 'Date Range' field with '10/17/20' and '11/19/20' entered, a 'Fund' dropdown menu set to 'All Funds', and a 'Search' button. Below the search form, it states 'No donations were found for this Date Range and Fund selection.'

- When logged on to your Profile the **Summary** tab will be displayed (above).
- The **My Scheduled Transactions** section will display scheduled/pending recurring transactions.
- The **My Transaction History** section provides a way to search for donation history (by date, by fund).
- The **Add Transaction** button will open the Member Donation Form allowing you to select funds and amounts. Select Weekly or Monthly for Donation Frequency if you want to create a recurring donation, which will then display in My Scheduled Transactions after the donation is submitted.
- The **Edit Account** button is used to change saved Credit Card or Bank Account information.
- The **Profile** tab is used to change your contact information including your profile password.
- The **Log Off** tab is used to logout of your profile.

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## STEP 4: SET UP DONATION FUNDS

1. From the **Summary** tab of your Profile click the **Add Transaction** button.
2. On the Member Donation Form enter amounts for one or more of the fund fields (i.e., General Fund, Building Maintenance Fund, Benevolence Fund etc.).
3. In the Donation Frequency “Choose One” drop-down menu select **Recurring** or **One Time Donation**.
4. If Recurring, enter the **Donation Start Date**.
5. Click the **Continue** button.

### Donations

#### Member Donation Form

If you have already created a profile, please “Log In” on the right, otherwise continue.

For one-time donations a profile is not necessary. For recurring donations, it is recommended you create a profile which will allow you to make changes in the future.

To make a donation enter an amount in one or more of the funds below then choose a Donation Frequency, then click Continue.

General Fund:	<input type="text" value="0.00"/>
Building Maintenance Fund:	<input type="text" value="0.00"/>
Benevolence:	<input type="text" value="0.00"/>
The Lamp:	<input type="text" value="0.00"/>
Memorial Fund:	<input type="text" value="0.00"/>
Vision for Missions:	<input type="text" value="0.00"/>
Haiti MABO:	<input type="text" value="0.00"/>
Fur & Feathers:	<input type="text" value="0.00"/>
Cross Church:	<input type="text" value="0.00"/>
Sleeping Bags:	<input type="text" value="0.00"/>
Yarn - Prison Ministry:	<input type="text" value="0.00"/>
Mr Bob's Under the Bridge:	<input type="text" value="0.00"/>
Stork's Nest:	<input type="text" value="0.00"/>
Quilters:	<input type="text" value="0.00"/>
Organ/Piano Upkeep:	<input type="text" value="0.00"/>
Technology Upgrade:	<input type="text" value="0.00"/>
Elevator Fund:	<input type="text" value="0.00"/>
Garden:	<input type="text" value="0.00"/>
North Tower Repair:	<input type="text" value="0.00"/>
<b>Total:</b>	\$0.00

Donation Frequency:

#### Consider Recurring Donations

Recurring donations provide a steady stream of support. It is a great way to manage charitable giving without the worry of missing a payment– you set the frequency, select the payment method and your gift continues to give over time.

Donation Start Date:  mm/dd/yy

### Log In [help](#)

Email Address:

Password:

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

### Create Your Online Profile

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### STEP 5: ENTER PAYMENT INFORMATION

The screenshot shows the 'Donation Information' section on the left and the 'Donation Summary' section on the right. In the 'Donation Information' section, the 'Account' dropdown menu is set to 'Choose One'. Below it is a reCAPTCHA 'I'm not a robot' checkbox. A note states: 'Please review the information you entered carefully. Once you click the Process button your donation will be submitted.' There are 'Cancel' and 'Process' buttons at the bottom. The 'Donation Summary' section shows 'General Fund' with an amount of 10.00. It also displays 'Total One Time Donation: \$10.00', 'Donation Frequency: One Time', and 'Donation Start Date: 11/19/20'. An 'Edit' button is located below the summary.

1. Select an account using the Account drop-down menu (Credit Card or Checking or Savings).
2. Click to select the “I’m not a robot” checkbox then click the **Process** button.

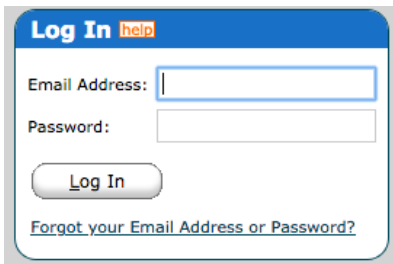
This screenshot shows the 'Donation Information' section with the 'Account' dropdown set to 'New Account - Credit/Debit Card'. It displays logos for VISA, MasterCard, DISCOVER, and American Express. Below the logos are input fields for 'Card Number', 'Expiration Date', 'Name Of Cardholder', 'Billing Address 1', 'Billing Address 2', 'Billing City', and 'Billing State / Zip'. There is a checkbox for 'Use Profile Address'. A reCAPTCHA 'I'm not a robot' checkbox is also present. A note states: 'Please review the information you entered carefully. Once you click the Process button your donation will be submitted.' There are 'Cancel' and 'Process' buttons at the bottom. The 'Donation Summary' section on the right remains the same as in the previous screenshot, showing 'General Fund' for 10.00, a total of \$10.00, and an 'Edit' button.

3. Enter your payment information (Credit card was selected for the example above).
4. Click to select the “I’m not a robot” checkbox then click the **Process** button.
5. You will receive an email receipt.

NOTE: Should you need to adjust amounts or change funds before clicking the **Process** button, you can go back to the Member Donation Form by clicking the Edit button under Donation Summary.

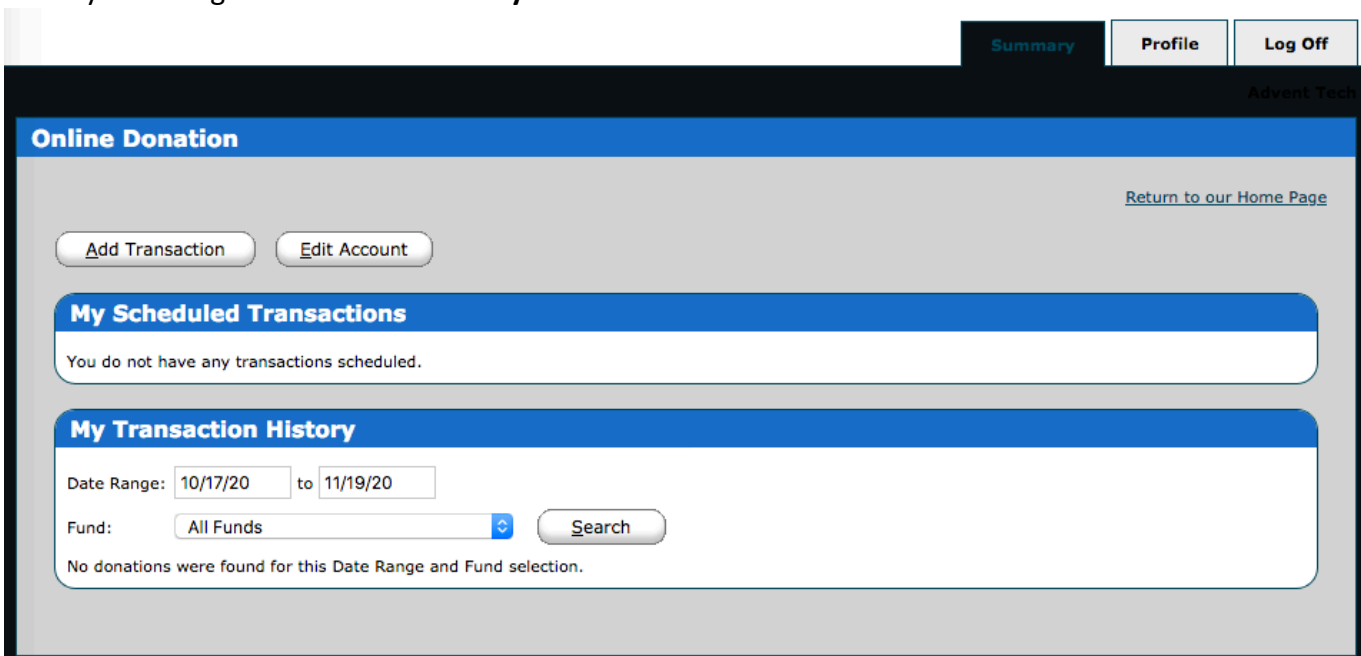
## STEP 6: MANAGE YOUR DONATIONS

1. To create a new donation or manage an existing recurring donation in the future, go to the Advent Member Donation page (see **STEP 1**). Enter your email address and Profile password in the **Log In** section then click the **Log In** button.



The screenshot shows a 'Log In' form with a blue header. It includes a 'Log In help' link, an 'Email Address' input field, a 'Password' input field, a 'Log In' button, and a link for 'Forgot your Email Address or Password?'.

2. From the Profile **Summary** tab, click the **Add Transaction** button to create a new donation, or review/edit any recurring transactions in the **My Scheduled Transactions** section.



The screenshot shows the 'Online Donation' page. At the top, there are tabs for 'Summary', 'Profile', and 'Log Off'. Below the tabs, there are buttons for 'Add Transaction' and 'Edit Account'. The page is divided into three main sections: 'My Scheduled Transactions' (with a message 'You do not have any transactions scheduled.'), 'My Transaction History' (with a date range selector from 10/17/20 to 11/19/20, a fund selector set to 'All Funds', and a 'Search' button), and a footer message 'No donations were found for this Date Range and Fund selection.'

Questions? Contact the church office.

Email: [secretary@adventchurch.org](mailto:secretary@adventchurch.org)

Phone: 262-377-2710