



WebPay

User's Guide

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Required Reading

Introduction

WebPay is a service that allows customers to go to their organizations' website and set up one-time and/or recurring payments from their checking or savings accounts or from their credit card. Customers have the ability to create a profile which gives them access to log on to the donation page and manage their payments. They will have the ability to add or edit transactions, as well as view and print their payment history.

Step By Step Instructions

Creating a Profile

- 1) Click **Create Profile** under **Create Your Online Profile**.
- 2) Enter a valid email address which will be used as the log in User ID. Click **Continue**.
NOTE: An error will occur if a profile already exists for the email address entered.
- 3) Enter in the following information:
 - a) **Name, Address, City, State, and Zip Code.**
 - b) **Password** – this will be used along with your email address to log in to your online giving profile.
- 4) Click **Create Profile** when all appropriate information has been entered.

Adding Transactions/Payment Method

- 1) Click **Add Transaction** from the Summary tab.
- 2) Enter the appropriate transaction information and click **Continue**.
 - a) **Transaction Amounts** – Type the dollar amount next to the desired fund(s).
NOTE: The total box will calculate the total of any funds that were entered on that screen – it is not necessarily the total of all transactions.
 - b) **Start Date** – The date the first transaction should be debited from your account.
NOTE: For ACH, the system will give you an error message to adjust the transaction date to the next business day if it is after 3pm CT.
 - c) **End Date** – The date of the last transaction to be debited from your account. This is optional and can be left blank for ongoing transactions.
NOTE: An end date may not be available. The client specifies if they would like an end date during set up.
 - d) **Frequency – Weekly** is once a week on a specified date; **Biweekly** is the same as weekly except it happens every other week; **Monthly** is once a month on a specified date; **Semi-monthly** is two specified dates within a month; **One-time** is one transaction only; **Quarterly** is a specified date recurring once every three months; **Annual** is a specified date recurring once per year.
NOTE: Not all frequencies may be available. The client specifies the frequencies during set up.
- 3) Click **New Account** next to the appropriate payment type from the Account drop-down. Enter the appropriate financial institution account information or credit card information and click **Process**.
NOTE: Once processed, the transaction summary will appear. The transaction summary is sent to the email address on file and may also be printed by clicking **Print Page**.

Editing/Deleting Active Transactions

- 1) If editing the transaction, click **Edit** next to the desired transaction under **My Scheduled Transactions** within the **Summary** tab. If deleting the transaction, click **Delete** next to the desired transaction.

The screenshot shows a web interface for 'Online Donation / Payment'. At the top right, there are tabs for 'Summary', 'Profile', and 'Log Off', and the user name 'Kathleen Ha'. Below the header, there are buttons for 'Add Transaction' and 'Edit Account', and a link for 'Return to our Home Page'. The main content area is divided into two sections: 'My Scheduled Transactions' and 'My Transaction History'. The 'My Scheduled Transactions' section contains a table with the following data:

Date	Fund	Amount	Account Total # Last 4	Frequency	Action
04/21/15	General Operating	500.00	500.00 X456	Weekly	Edit Delete

The 'My Transaction History' section has a search form with a date range of '03/20/15' to '04/22/15', a fund selection dropdown set to 'All Funds', and a 'Search' button. Below the search form, it states: 'No donation / payments were found for this Date Range and Fund selection.'

- 2) Make the appropriate changes and click **Continue**. If the transaction summary is correct, click **Save**.
NOTE: Changes must be entered before 3pm CT two business days prior to the settlement date. Once the transaction is processed, we cannot stop it.

Adding a Payment Method

- 1) To add/edit a payment method, follow these steps:
 - a) Click **Edit** next to the transaction to be edited under **My Scheduled Transactions** within the **Summary** tab.
 - b) Click **Continue** if the transactions are correct.
 - c) Click **New Account** next to the appropriate payment type from the Account drop-down. Enter the appropriate financial institution account information or credit card information and click **Process**.

The screenshot displays the 'Online Donation / Payment' interface. At the top, there are navigation tabs for 'Summary', 'Profile', and 'Log Off', and a user name 'Kathleen Hau'. A 'Return to our Home Page' link is also present. The main content is divided into two panels: 'Donation / Payment Information' and 'Donation / Payment Summary'.

Donation / Payment Information

Account: XXX456 (dropdown menu)
Choose One
Optional: **Checking** (highlighted)
XXX456
Donation: **Savings**
New Account - Savings
Credit/Debit Card
New Account - Credit/Debit Card

Note: Please review the information you entered carefully. Once you click the Save button your donation / payment will be submitted and you will have authorized this organization to debit money from your account.

Buttons: Cancel, Save

Donation / Payment Summary

Donations	
General Operating	500.00
Building Fund	10.00
04-21-2015 Weekly	
Total Weekly Donation / Payment:	\$510.00

Button: Edit

Editing/Deleting an Existing Payment Method

- 1) To edit or delete an existing payment method, click **Edit Account** from the summary tab.
- 2) If editing the payment method, click **Edit** next to the desired account to edit. Make the appropriate changes and click **Save**. If deleting the payment method, click **Delete** next to the desired account.

NOTE: A payment method cannot be deleted if an active transaction exists on the account.

The screenshot shows a web application interface for managing payment methods. At the top, there are tabs for 'Summary', 'Profile', and 'Log Off'. Below the tabs, the user's name 'Kathleen Ha' is visible. The main heading is 'Online Donation / Payment', with a 'Return to our Home Page' link. The 'Edit Account' section contains two payment methods:

Checking Account	Edit Delete
Routing:	123456780
Account:	XXX456
Card Type:	Checking
Credit Card	Edit Delete
Account:	XXXXXXXXXXXX1111
Card Type:	Visa
Expiration Date:	06/2029

At the bottom of the 'Edit Account' section is a button labeled 'Return To Summary'.

Viewing Payment History

- 1) To view your payment history, click the **Summary** tab.
- 2) A list of successful transactions as well as any returns will appear under **My Transaction History** for the specified date range. The date range and fund selection can be changed.

Editing Profile Information

To edit your profile, click the **Profile** tab.

Updating Email Address

- Update the **Email Address** and **Confirm Email Address** fields and click **Update**.

NOTE: You will now use this email address to log in to your online profile.

Changing Password

- Enter the old password, followed by the new password, then re-enter the new password and click **Change**.

Canceling Profile

- Click **Cancel Profile**.

NOTE: In order to cancel your profile so that a scheduled transaction does not process, consider the following rules:

- **ACH** – Must cancel profile no later than 3pm CT two business days prior to the transaction date.
- **Credit Card** – Must cancel profile no later than midnight CT one business day prior to the transaction date.