

# 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: 50.00  
Provides funding for needs of the organization.
- Building Fund: 0.00
- Missions: 0.00
- Other: 0.00

Frequency: Monthly

Donation / Payment Start Date: 03/15/17 mm/dd/yy

**Youth Ministries**

- Fall Bible Studies: 15.00 Quantity: 1  
Covers the materials for one youth this Fall.
- Winter Retreat: 225.00 Quantity: 0  
Covers the cost for the retreat for one youth.

Frequency: One Time

Donation / Payment Date: 03/15/17 mm/dd/yy

**Adult Ministries**

- Aug/Sept Workshops: 25.00 Quantity: 0  
Workshops are every other Sunday evening starting 8/2 through 9/28
- Sept/Oct Luncheons: 50.00 Quantity: 0  
These lunches will occur every Saturday in Sept and Oct.

Frequency: One Time

Donation / Payment Date: 03/15/17 mm/dd/yy

**Total: \$65.00**

[Continue](#)

**Log In**

Email Address:

Password:

[Log In](#)

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

**Create Your Online Profile**

[Create 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 the 'Online Donation / Payment' interface for 'YOUR CHURCH'. It is divided into two main sections: 'Donation / Payment Information' and 'Donation / Payment Summary'. A 'Return to our Home Page' link is in the top right.

**4** 'Donation / Payment Information' section includes 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' section includes radio buttons for Checking, Savings, and Credit/Debit Card (selected). It shows logos for VISA, MasterCard, DISCOVER, and American Express. Fields include Card Number (4111111111111111), Expiration Date, Name Of Cardholder, and an optional checkbox for a 2.75% processing fee. A checked checkbox 'Use Same Address As Above' is present. Billing Address fields (1, 2, City, State / Zip) are populated with the same information as the main address.

**6** 'Optional:' section includes a dropdown for 'In Honor' and a text field.

**7** 'Would you like to save your profile before continuing?' section includes a list of benefits: 'Saving your profile will: - Take only a moment—all you have to do is select a password - Enable you to change or stop a recurring donation / payment at any time - Allow you to view and print your online donation / payment history'. A 'Select Password' button is below.

**8** 'Donation / Payment Summary' section shows: 'Donations' table with 'General Operating' (50.00) and '03-16-2017 Monthly' (50.00), totaling '\$50.00'. 'Youth Ministries' table with 'Fall Bible Studies - Quantity of 1' (15.00) and '03-16-2017 One Time' (15.00), totaling '\$15.00'. An 'Edit' button is at the bottom.

**7** A 'Process' button is located at the bottom of the form.