Remote giving to Westwood Hills Congregational Church

How to Use The Vanco Online Payments System

GREAT NEWS

Once you set up your online profile, you can easily make one-time or regular automatic contributions to the church from the convenience of your computer or smartphone.

Philip Siddons

Step 1

Accessing the Church Online Contribution Tool

You may go directly to the Vanco® online tool at:

www.tinyurl.com/givetowestwoodhills

Or you may also use the GIVE link on our website, westwooducc.org (**red** arrow below)

http://www.westwooducc.org/

Step 2

Create A New Profile

Once you arrive at the Vanco® tool, you would create a profile for your use with the tool. This is exactly like creating a login and password for any online vendor. Know that this banking interaction company encrypts all information related to you and your financial transactions.

To create your profile, click on the "Create Profile" button (**red** arrow below) and you'll be taken to a new screen.

As you create your new Profile, provide your email address (**red** arrows) and click the "Continue" button (**green** arrow):

Westwood Hills Congregational Church

Online Donation

Return to our Home Page

Create Profile

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

Email Address: PCeutical@yourside.im

Confirm Email Address: PCeutical@yourside.im

Continue

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 Westwood Hills Congregational 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.

Privacy & Security

In the next screen, provide your contact information. (Note: if you have an apartment number, you could put it in the (optional) "Address 2" field (**red** arrow). Create a password for your account (**green** arrow) and re-enter it again (**purple** arrow). When you have finished inputting your profile information, click the "Create Profile" button (**black** arrow). [*Note: You would put your own real contact information in here. What you see below in this instruction piece is content created only for the creation of this manual.*]

Westwood Hills Congregational Church

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Profile

First Name: (required) Pharma

Last Name: (required) Ceutical

Address 1: (required) PO BOX 25763

Address 2:

City: (required) Los Angeles

State / Zip: (required) CA 90025

Phone Number: 424-322-0882

Email Address: (required) PCeutical@yourside.im

Confirm Email Address: (required) PCeutical@yourside.im

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 >

Create Profile

Here are the site's 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

Making a Financial Contribution

Once you have established your profile, you can log out and return later to make a contribution. Or you can continue on from here and make a contribution to the church by clicking the "Add Transaction" button (**red** arrrow). The black arrow shows that you are "standing" in the summary section.

You are taken to the **Online Donation Screen**.

Type in a dollar amount you want to contribute (**red** arrow) and click on the "Donation Frequency" choice drop down (**yellow** arrow).

With the drop-down list showing, you can choose a one time or a repeated frequency of donation in the amount you choose.
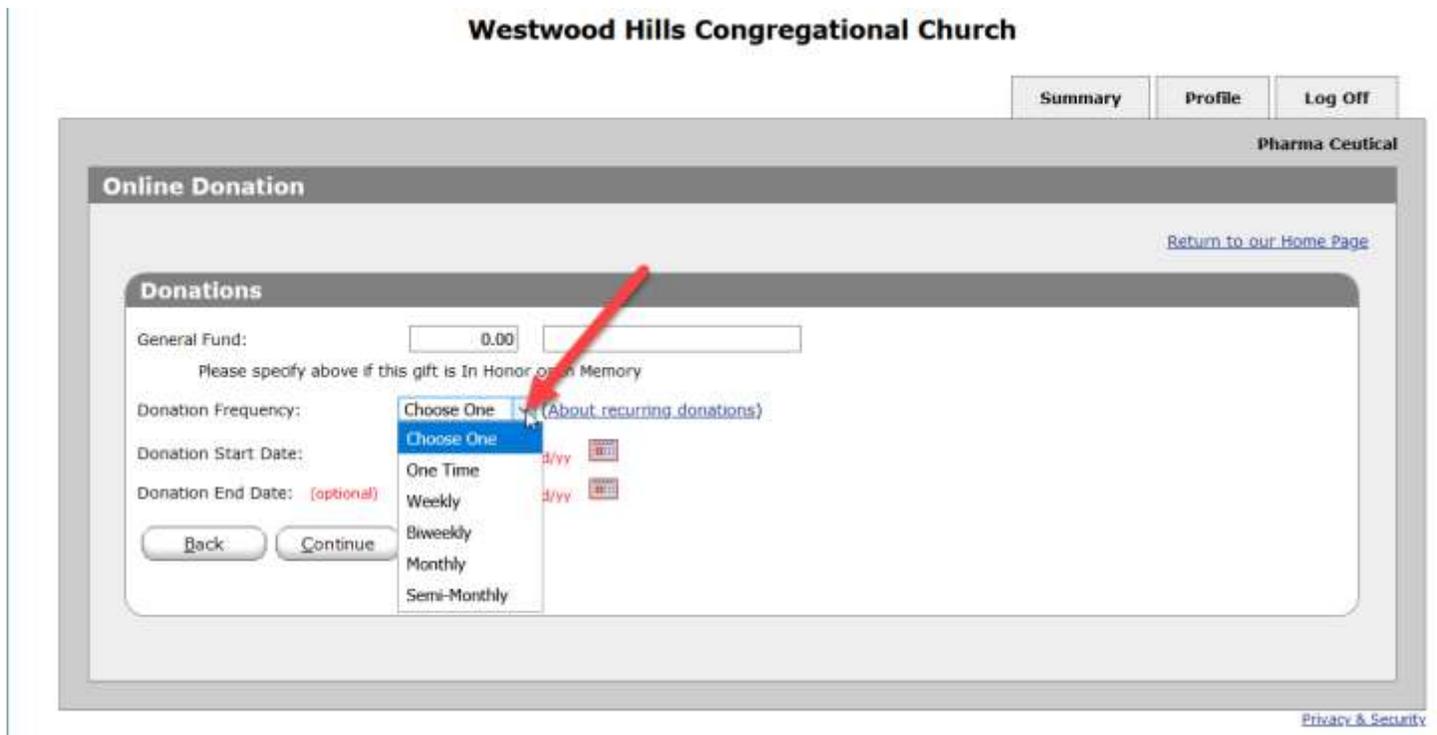
This example below shows someone making a one-time donation (**gold** arrow) of $5.00 (**green** arrow), starting and ending on certain dates (**pink** arrows). To move ahead with the donation, click on the "Continue" button (**purple** arrow).

5

With the "Account" choice menu showing (**pink** arrow), choose whether you want to make your contribution with a Credit/Debit Card, a Checking Account or a Savings Account and then press the "Process" button (**green** arrow).
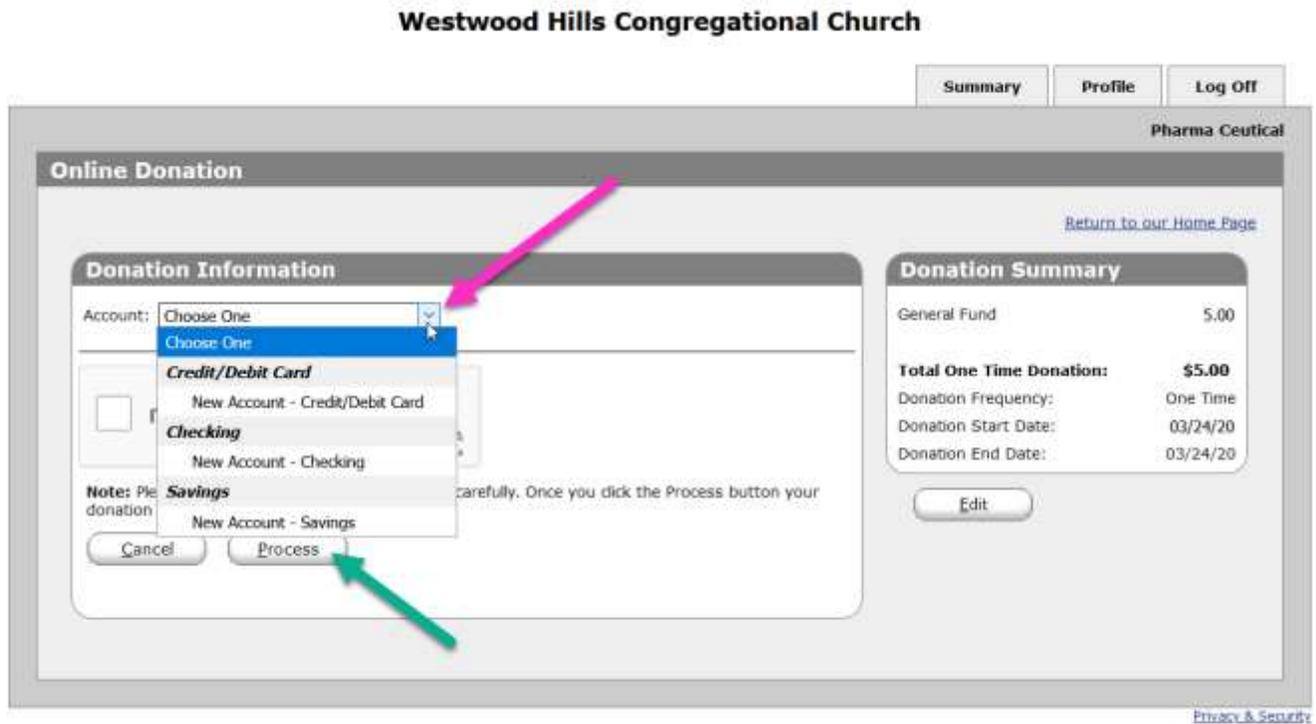
In the next screen, click on the "I'm not a robot" check box (**red** arrow)
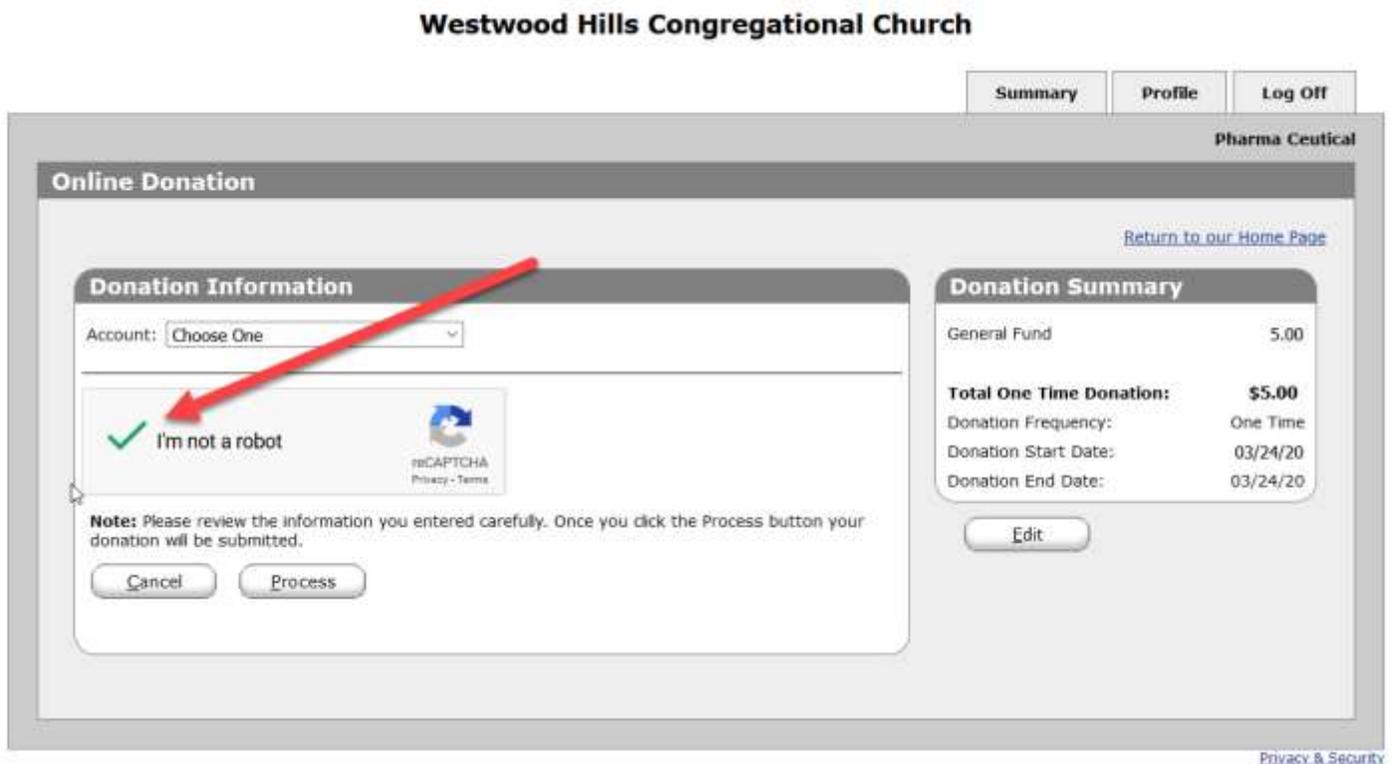
If you have selected a **credit card**, you'll next complete this form. When the form is completed, press the "Process" button (**red** arrow).

Donation Information

Account: New Account - Credit/Debit Card

VISA MasterCard DISCOVER AMERICAN EXPRESS

Card Number:

Card Verification Value (CVV2):   What's This?

Expiration Date:

Name Of Cardholder:

☐ **Optional:** - Give additional 2.75% to help offset the processing fee

☐ Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip: /

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Cancel   Process

Or if you've chosen to donate from your **checking account**, you'll complete this form. When the form is complete, press the "Process" button (**red** arrow).

When your donation has processed, you may exit the application and return to the church website.

Thank you for making your contribution to Westwood Hills Congregational Church.

Logging back into the Vanco Online Tool

You may also use the GIVE link on our website, westwooducc.org

http://www.westwooducc.org/

Click (once again) on the "Give" link on the left side menu.

On the main Vanco® screen, go to the upper right part and supply your Email Address and Password (**red** arrows) and then click on the "Login In" button.

If you would like help when logging in, click on the orange "Help" button just to the right of the "Log In" words (**red** arrow):

Section Help

This is where you can log in to your online profile. When you log in to your online profile, you can initiate new transactions, edit recurring transactions and view a complete history of transactions initiated from your online profile. If you have not created an online profile, return to the previous screen and click on the "Create Profile" button.

Your email must be in the correct format:

- Email must be an active account
- Email must include only one @ symbol
- Email must contain only letters, numbers, dashes, periods, and underscores
- Email cannot be identical to your password

Your password must be in the correct format:

- Password must be at least eight characters
- Password must include at least one letter and one number
- Password cannot be identical to your first name, last name or email address
- Password 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 >

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