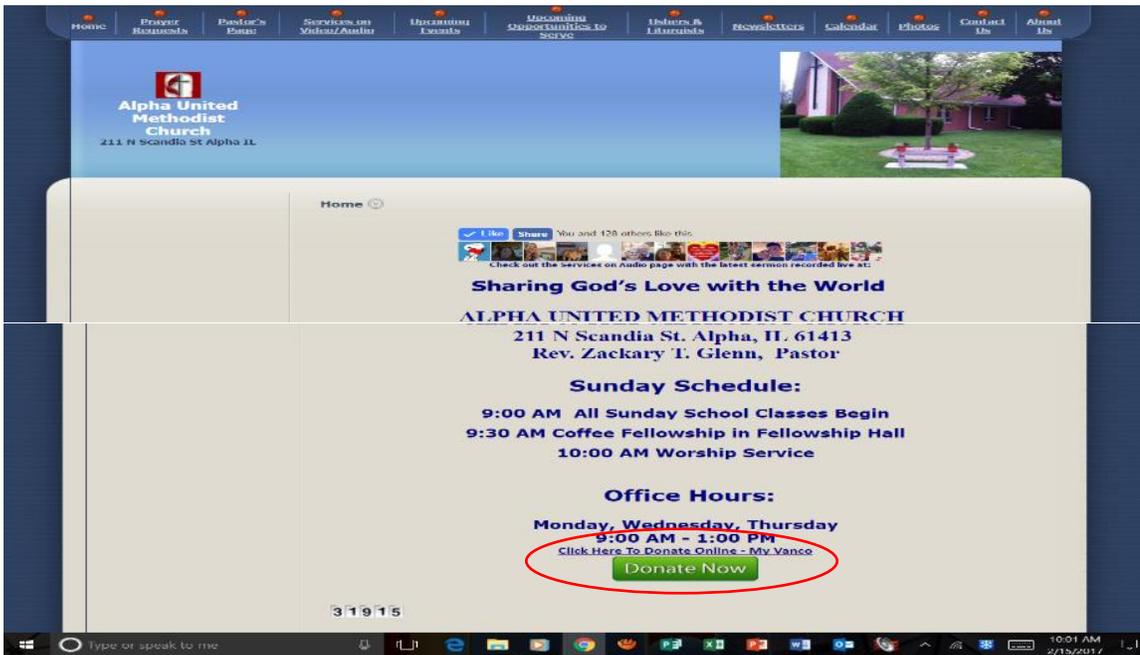


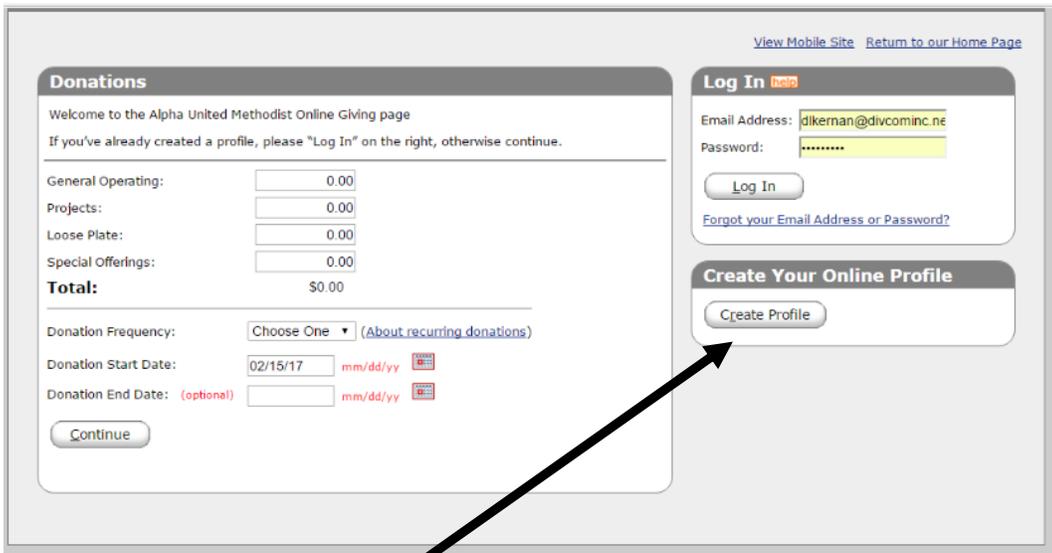
Online Payments are now available at Alpha UMC

(My Vanco)

See the first page of our website for the link to set up your account.



When you click on the donate now button, you will see this:



Then Click on Create Profile.

Next you will see this screen: fill out this with your email address. This will be your user ID.

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:

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 Alpha United Methodist 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](#).

Then click on "Continue". The next screen is used to set up your profile:

Online Donation [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 >

Then Click on Create Profile:

The next window that comes up is: (This window can be used to Add a Transaction, Edit your Account, check what you have given so far in your Transaction Summary, edit or delete your profile, change your password or log-off.)

Online Donation [Return to our Home Page](#)

Summary Profile Log Off

Paul Kernan

My Scheduled Transactions

You do not have any transactions scheduled.

My Transaction History

Date Range: to

Fund:

No donations were found for this Date Range and Fund selection.

[Privacy & Security](#)

If you choose Add Transaction, you will get this screen:

The screenshot shows the 'Online Donation' form with the following fields and callouts:

- General Operating:** Input field with value 0.00. Callout: "This box for Pledges."
- Projects:** Input field with value 0.00. Callout: "This box for projects like New Windows, etc."
- Loose Plate:** Input field with value 0.00. Callout: "This box for Loose Plate for that week."
- Special Offerings:** Input field with value 0.00. Callout: "This box is for Special Giving Sundays or Special Offerings"
- Total:** \$0.00
- Donation Frequency:** Choose One (dropdown), with a link to "(About recurring donations)".
- Donation Start Date:** 02/15/17 (calendar icon), format mm/dd/yy.
- Donation End Date:** (optional) (calendar icon), format mm/dd/yy.
- Buttons:** Back, Continue.

You can then decide to make it a recurring donation or one time. Then Click Continue.

The screenshot shows the 'Online Donation' form with the following sections:

- Donation Information:**
 - Account: Choose One (dropdown)
 - I'm not a robot (reCAPTCHA)
 - Note:** Please review the information you entered carefully. Once you click the Process button your donation will be submitted.
 - Buttons: Cancel, Process.
- Donation Summary:**
 - General Operating: 1.00
 - Total One Time Donation:** \$1.00
 - Donation Frequency: One Time
 - Donation Start Date: 02/15/17
 - Button: Edit

The next window will look like this. Next click on the drop down window of how you want to make your donation.

The screenshot shows the 'Online Donation' form with the account dropdown menu open, displaying the following options:

- Choose One
- Credit/Debit Card
- New Account - Credit/Debit Card
- Checking
- New Account - Checking
- Savings
- New Account - Savings

If you choose Credit or Debit and place a check mark in the I'm Not A Robot box, the next window will look like this:

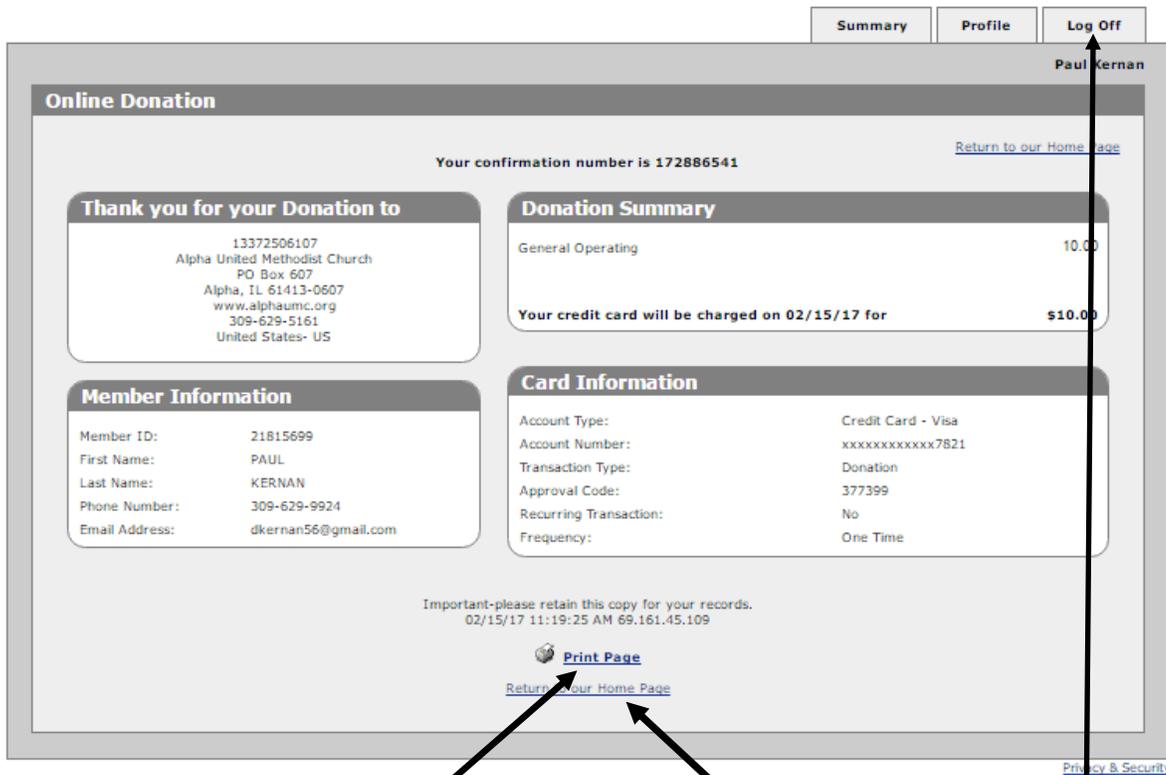
The screenshot shows the 'Online Donation' page for a user named Paul Kernan. At the top, there are navigation links for 'Summary', 'Profile', and 'Log Off'. The page is divided into two main sections: 'Donation Information' and 'Donation Summary'.
In the 'Donation Information' section, the account type is set to 'New Account - Credit/Debit Card'. Logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS are displayed. Fields for Card Number, Card Verification Value (CVV2), and Expiration Date are present. A 'Name Of Cardholder' field is also included. There are two optional checkboxes: 'Optional: - Give additional 2.75% to help offset the processing fee' and 'Use Profile Address'. Billing address fields (1, 2, City, State/Zip) are provided. A green checkmark and the text 'I'm not a robot' are visible, along with a reCAPTCHA logo. A note at the bottom states: 'Please review the information you entered carefully. Once you click the Process button your donation will be submitted.' 'Cancel' and 'Process' buttons are at the bottom left.
The 'Donation Summary' section shows 'General Operating' for \$1.00. It lists 'Total One Time Donation: \$1.00', 'Donation Frequency: One Time', and 'Donation Start Date: 02/15/17'. An 'Edit' button is located below this summary.

Fill in the appropriate boxes and Click Process. If you chose Checking or Savings, then you will see this screen:

This screenshot shows the 'Online Donation' page for a checking or savings account. The account type is 'New Account - Checking'. Fields for 'Routing Number' and 'Account Number' are present. A 'Sample' check is displayed with the following details: 'Joe Smith, 1234 West Court, Anytown, AK 12345', 'Pay to the order of: _____ Dollars', and 'Bank Anywhere, C 123456789 E, 123456789123 E-1234'. A legend below the check identifies 'Bank', 'Routing Number', and 'Check Number (Do not use)'. There is an unchecked 'I'm not a robot' checkbox and a reCAPTCHA logo. A note states: 'Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account.' 'Cancel' and 'Process' buttons are at the bottom left. The 'Donation Summary' section is identical to the previous screenshot, showing a \$1.00 one-time donation starting on 02/15/17.

Fill in the routing number and the bank account number, click on I'm not a robot button and click Process. It would be a similar screen for savings account as well.

Next you will get a confirmation page of your transaction. You will also receive an email for your records.



You can then choose to print the page or click Return to the Church's Home Page or just Log Off.

If you choose to cancel your profile (Account), just click on the Cancel Profile button on the Profile Tab:

