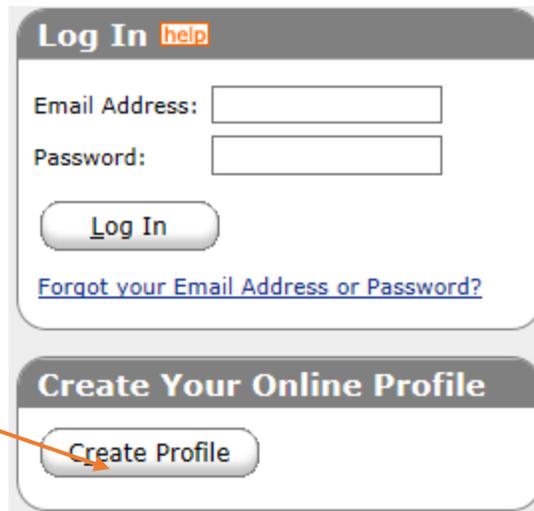


Step 1

If this is the first time that you have come to the e-giving website, you will be directed create a profile.



The screenshot shows two stacked panels. The top panel is titled "Log In" with a "help" link. It contains two input fields: "Email Address:" and "Password:". Below these is a "Log In" button and a link that says "Forgot your Email Address or Password?". The bottom panel is titled "Create Your Online Profile" and contains a "Create Profile" button. An orange arrow points from the text "Click 'Create Profile.'" to the "Create Profile" button.

Click "Create Profile."

If you already have a profile, Log In.

Step 2



The screenshot shows the "Online Donation" page. On the left is a "Create Profile" form with the instruction "Enter a valid email address below. This will be used as your User ID." It has two input fields: "Email Address:" and "Confirm Email Address:". Below these is a "Continue" button. An orange arrow points from the text "Enter a valid email address and confirm email address. This will be your user ID." to the "Email Address:" input field. On the right is a "Privacy Notice" box with text explaining the security of the website and the use of information. A link "Return to our Home Page" is in the top right corner.

Enter a valid email address and confirm email address. This will be your user ID.

Step 3

Complete all the information.

When done Click
"Create Profile."

The screenshot shows a web form titled "Online Donation" with a "Profile" section. The form contains several input fields, each with a "(required)" label in red text. The fields are: First Name, Last Name, Address 1, Address 2, City, State / Zip (with separate dropdowns for state and zip), Phone Number, Email Address, Confirm Email Address, Enter Password, and Re-Enter Password. To the right of the password fields, there are "Password requirements:" listed as: - 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 >. At the bottom left of the form is a "Create Profile" button. An orange arrow points from the text "Click 'Create Profile.'" to this button.

Step 4

You have completed setting up your Profile. You are ready to begin E-Giving.

Click "Add
Transaction."

The screenshot shows a web browser window displaying the "Online Donation" profile page. The browser's address bar shows "vancodemo.com/cgi-bin/vanco/test_ver3.jsp". The page has a navigation bar with "Summary", "Profile", and "Log Off" buttons. The main content area is titled "Online Donation" and includes a "Thank you for creating a profile. To add a Donation, click the Add Transaction button below." message. Below this message are two buttons: "Add Transaction" and "Edit Account". An orange arrow points from the text "Click 'Add Transaction.'" to the "Add Transaction" button. The page also features sections for "My Scheduled Transactions" (with the message "You do not have any transactions scheduled.") and "My Transaction History" (with a date range selector set to "08/07/16" to "08/12/16", a "Fund:" dropdown set to "All Funds", and a "Search" button). At the bottom of the page, there is a "Powered By" logo for "SECURITY METRIX PCI Certified" and a "Privacy & Security" link.

Step 5

The "Donation Page" will be available to set up your donations.

Donations

If you've already created a profile, please "Log In" on the right, otherwise continue.

OFFERTORY COLLECTIONS

-Offertory Collection:	Amount:	<input type="text" value="0.00"/>
	Frequency:	<input type="text" value="Choose One"/>
	Start Date:	<input type="text" value="10/12/16"/> 
Offertory		

ANNUAL COLLECTIONS

-Catholic University & U.S. Conference of Catholic Bishops:	Amount:	<input type="text" value="0.00"/>
	Frequency:	<input type="text" value="Choose One"/>
	Start Date:	<input type="text" value="10/12/16"/> 
Collection taken September 4, 2016		
-Diocese of Manchester-N.H.Diocesan Priest Retirement:	Amount:	<input type="text" value="0.00"/>
	Frequency:	<input type="text" value="Choose One"/>
	Start Date:	<input type="text" value="10/12/16"/> 
Collection taken September 25, 2016		
-World Mission Sunday:	Amount:	<input type="text" value="0.00"/>
	Frequency:	<input type="text" value="Choose One"/>
	Start Date:	<input type="text" value="10/12/16"/> 
Collection taken October 23, 2016-formerly the Propagation of the Faith		

HOLY DAYS OF OBLIGATION

-Feast of All Saints:	Amount:	<input type="text" value="0.00"/>
	Frequency:	<input type="text" value="Choose One"/>
	Start Date:	<input type="text" value="10/12/16"/> 
Collection taken on November 1, 2016		

Total: \$0.00

There are 3 types of Collections.

The Offertory Collection you might think of as the basket being past each Sunday in Church.

The Annual Collection you might think of as the “The Second Collection” taken up at various times during the year.

The Holy Days of Obligation Collections are truly once a year collections taken on the Holy Days that occur in the Liturgical Year.

In each of these, when making a donation, you will need to type in the amount, select a frequency and a start date.

Offertory Collection Example

Offertory Collection

You will type the amount to be given.

You will then select a frequency.

OFFERTORY COLLECTIONS

-Offertory Collection: Amount: 0.00

Frequency: Choose One

Start Date: 10/12/16

Choose One

- One Time
- Weekly
- Monthly
- Annual

Next you will need to select a date for the transaction.

If you have chosen a One Time frequency, your donation will be taken on the date you selected.

If you choose weekly, your donation will be taken out every week starting with your start date.

If you choose monthly, your donation will be taken out every month on the same date each month.

If you have chosen annually, your donation will be taken once a year on your selected date and in succeeding years on the same date.

October, 2016						
?	<	Today	>	>>		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Select date						

Each type of collection works the same way:

When selecting the Offertory Collection, we suggest that you choose **“Monthly.”**

When selecting an Annual Collection, we suggest that you choose **“One Time.”**

When selecting a Holy Day of Obligation collection, we suggest **“One Time.”**

When selections have been completed, click **“Continue.”**

Step 6

Enter the account from which you will make your donation.

You may Choose from
Credit/Debit, Checking or
Savings.

Account Type

Credit/Debit Card Checking Savings

Card Number:

Expiration Date:

Name Of Cardholder:

Use Same Address As Above

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip: /

Transaction fees must be paid by the parish. To reduce the costs to the parish, we encourage you to use your bank checking or savings account instead of your credit or debit card.

When Completed check **“I am not a robot.”**

Click **“Continue.”**

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.

Step 7

Example: Your Copy of the Donation for your Records

You can see:

Donor Information

Donation Summary

Banking information
which you used

You will also receive an
email with donation
information.

The screenshot shows a confirmation page titled "Online Donation". At the top right, it says "Your confirmation number is 55562858" and "Return to our Home Page". The page is divided into four main sections:

- Thank you for your Donation to:** Grace Church, 123 Main Street, Hometown, MN 55555, 123-456-7890.
- Donation Summary:** General Donation: 100.00. Below this, it states "Your checking account will be debited monthly starting on 11/15/16 for \$100.00".
- Donor Information:** First Name: Jane, Last Name: Test, Address 1: 44 Tree Lane, Address 2: (blank), City: New London, State / Zip: NH / 03257, Phone Number: 603-526-1111, Email Address: jjanet@gmail.com.
- Banking Information:** Account Type: Checking Account, Account Number: xxxxxxxx9123.

Summary Tab

This tab will show you
transactions you have
scheduled and give you a
transaction history.

The screenshot shows the "Summary" tab of the "Online Donation" system. At the top right, it says "Jane Test" and "Log Off". Below the navigation tabs, there are two buttons: "Add Transaction" and "Edit Account", both circled in green. The main content area is divided into two sections:

- My Scheduled Transactions:** A table with columns: Date, Fund, Amount, Total, Account # Last 4, Frequency, and Action. The table contains one row: 11/15/16, General Donation, 100.00, 100.00, 9123, Monthly, and Edit | Delete.
- My Transaction History:** A section with a date range selector (10/03/16 to 11/08/16), a fund dropdown menu (All Funds), and a Search button. Below the search area, it says "No donations were found for this Date Range and Fund selection."

When you return to the site and sign in you will be taken to the Summary page. Here you can either **"Add a Transaction"** or **"Edit Your Account."**

Finally, we have attempted to streamline the E-giving process. Every quarter a new set of **Annual Donations** and **Holydays** will appear. You will need to return to the website quarterly to enter your donations in these categories.

