

Signing up for 'Simply Giving' for BLC

From the Church's homepage at <http://www.beth-luth.org/> click the 'Simply Giving Link. This will take you to the home page of the Vanco services sign up area for BLC:

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Bethlehem Lutheran Church, Donation
- Address Bar:** https://www.eservicepayments.com/cgi-bin/Vanco_ver3.vps?appver3=Fi1giPL8kwX_Oe1AO50jRsa9-AMPC5WYlqfn
- Page Header:** Bethlehem Lutheran Church, Kalispell, Montana
- Section Header:** Online Donation
- Donations Form:**
 - Text: "If you've already created a profile, please 'Log In' on the right, otherwise continue."
 - GENERAL OPERATING:
 - Donation Frequency: Choose One (About recurring donations)
 - Donation Start Date: 03/05/13 (mm/dd/yy)
 - Continue button
- Log In Form:**
 - Log In help
 - Email Address:
 - Password:
 - Log In button
 - Forgot your Email Address or Password? link
- Create Your Online Profile:**
 - Create Profile button (circled in red)
- Footer:** Powered By e.service, securityMETRICS PCI Certified, Privacy & Security link

First time users must start by creating a profile – click the button in the lower right of the screen above.

Enter the email address you'd like to use to store your profile here:

Bethlehem Lutheran Church
Kalispell, Montana

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 more than 17,000 institutions. Vanco was chosen by Bethlehem Lutheran 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](#).

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The next screen will prompt you for a number of other personal data items:

Bethlehem Lutheran Church
Kalispell, Montana

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

Create Profile

The last item in this screen is the password for your profile. Please pay attention to the specific 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

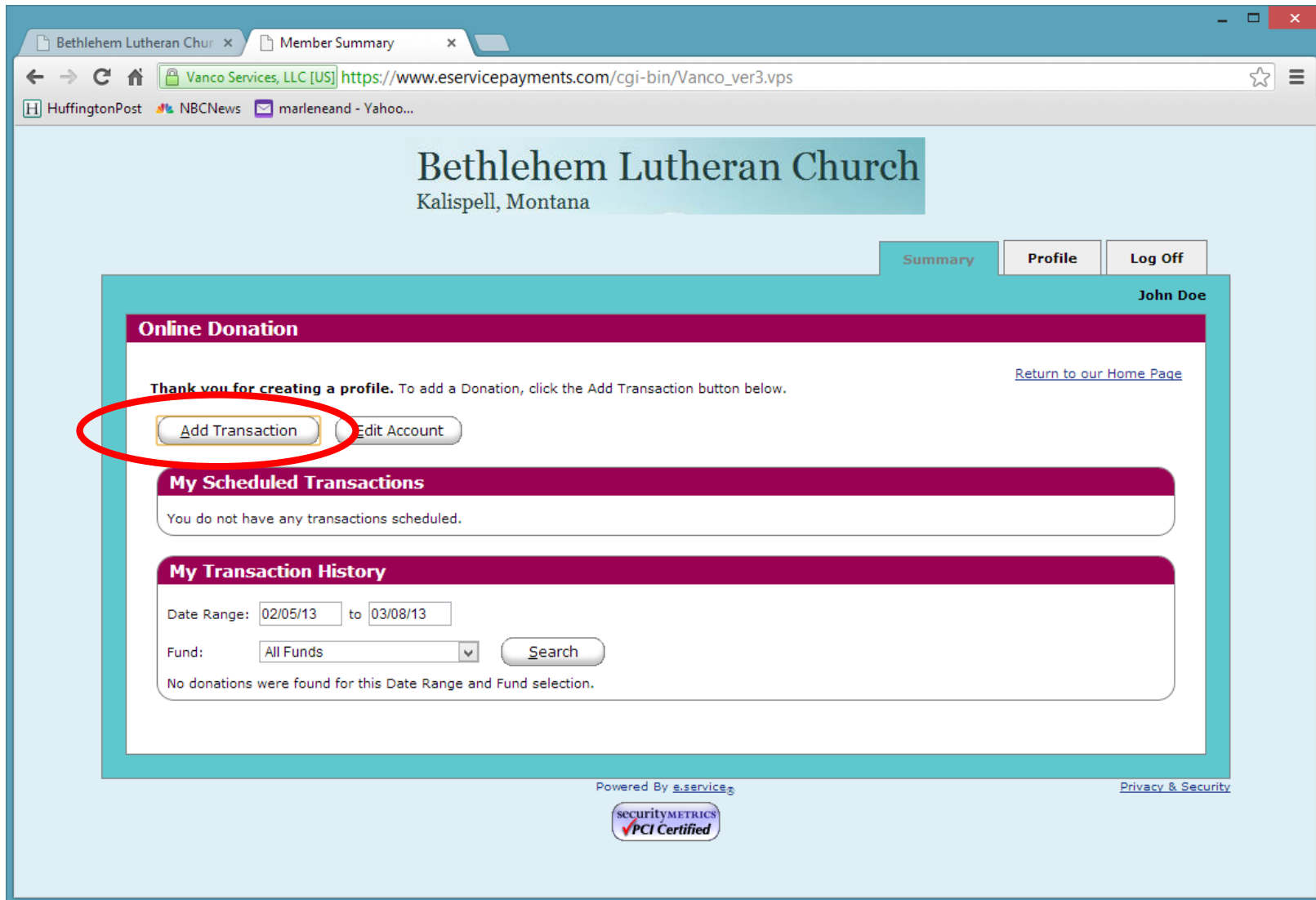
Good examples might be:

Mypassword289

Not4u2see

Make sure you remember this password. When you are completed with the data entry, click 'Create Profile'.

At this point you are 'logged into' the system and ready to set up a recurring donation. You should see this screen:



Click 'Add Transaction' in the upper left of the form.

In this example I chose a \$100.00 donation on a 'weekly basis' starting on March 11. You can also choose a 'One Time' donation or a 'Monthly' donation.

The screenshot shows a web browser window with the following details:

- Browser tabs: Bethlehem Lutheran Chur, Donation
- Address bar: https://www.eservicepayments.com/cgi-bin/Vanco_ver3.vps
- Page title: Bethlehem Lutheran Church, Kalispell, Montana
- User name: John Doe
- Navigation: Summary, Profile, Log Off
- Section: Online Donation
- Form fields:
 - GENERAL OPERATING: 100.00
 - Donation Frequency: Weekly (dropdown menu)
 - Donation Start Date: 03/05/13 (calendar icon)
- Buttons: Back, Continue (circled in red)
- Footer: Powered By e.service, securityMETRICS PCI Certified, Privacy & Security

Click the 'Continue' button.

At this point you will be prompted for what account you wish to use. Choices are Checking, Savings, or Credit/Debit card.

For checking/savings accounts you will see this screen and will need to know the routing number and account number for the account you wish to setup:

Bethlehem Lutheran Chur x Donation x

Vanco Services, LLC [US] https://www.eservicepayments.com/cgi-bin/Vanco_ver3.vps

HuffingtonPost NBCNews marleneand - Yahoo...

Online Donation

[Return to our Home Page](#)

Donation Information

Account:

Routing Number:

Account Number:

Joe Smith 1234
1234 Anystreet Court
Anycity, AA 12345 1234

Pay to the order of _____ Dollars

Bank Anywhere

123456789 123456789123 1234

Bank Routing Number Bank Account Number Check Number (Do not use)

Donation Summary

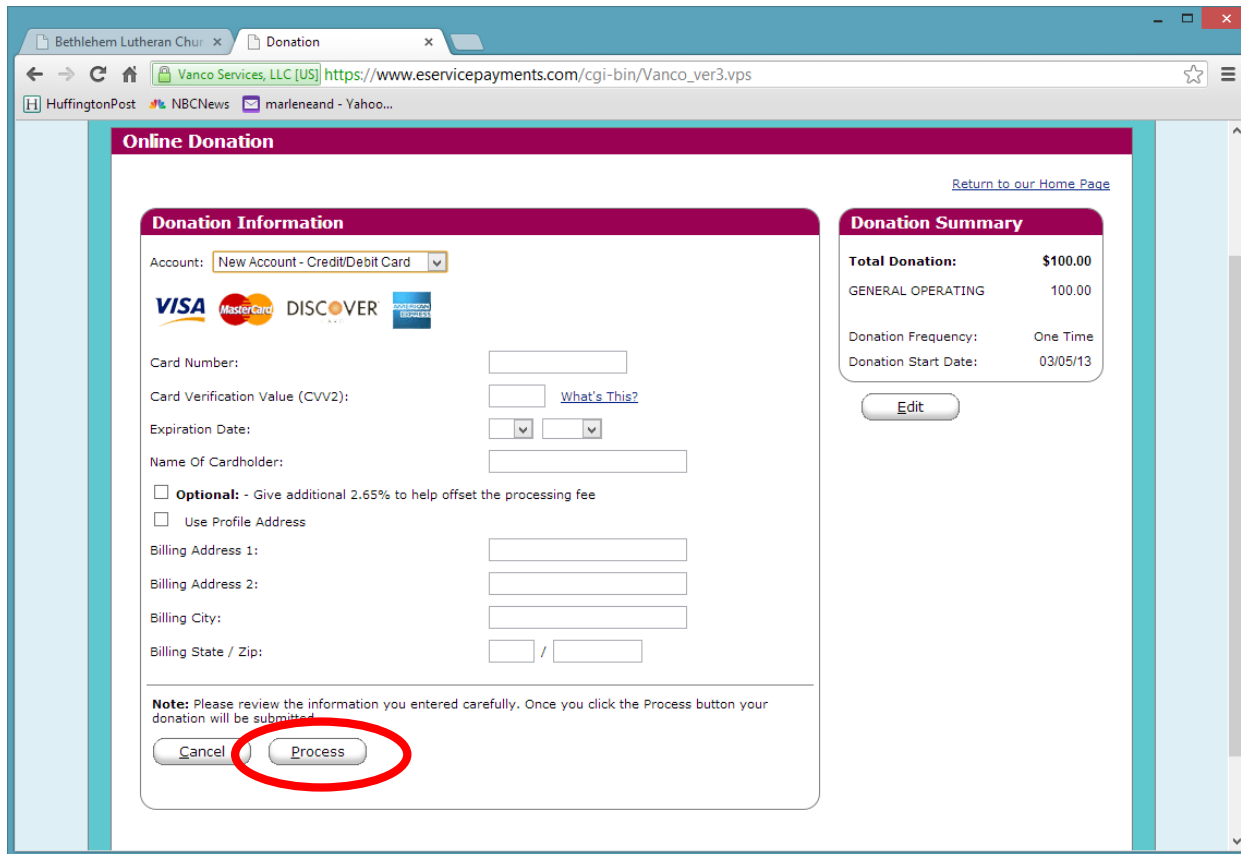
GENERAL OPERATING	100.00
Total Weekly Donation:	\$100.00
Donation Frequency:	Weekly
Donation Start Date:	03/11/13

Note: 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. This authorization will remain in effect until you terminate it.

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If you choose to set up a credit/debit card the screen will look like this:



Fill out the information and click 'Process'. At this point the transaction should be set up and ready to go!

You can set up multiple account types if you wish to use different accounts (one checking, one saving, one credit card, etc.) but most folks will probably only set up one.

Once contributions start moving in automatically you can login into the site using your email address and password, and view your entire transaction history. You can also easily change your donation amount or frequency, or stop it altogether very easily.