

Electronic Giving

Why should I use electronic giving?

Because it's safe – HOPE uses the company VANCO to offer the online electronic giving option to our congregation. VANCO has been offering electronic donation services since 1998 and currently serves more than 30,000 non-profits and faith-based organizations and is endorsed by the United Church of Christ. All transactions and accounts are processed through their secure website.

Because it's simple – all you need to sign up for electronic giving is your checking account number and your bank's routing number. Creating an account takes but a few moments and you can update your giving amount and frequency at any time. Also, you can use your account to give one-time donations to special collections, too! Once you sign up for electronic giving you are relieved from having to remember to bring cash or your checkbook to church anymore as your giving will be handled automatically. Also, there's no worry about whether or not you're ahead or behind on your pledge for the year...just set it, and forget it!

Because it helps the church – by using electronic giving your donation will be processed on time and will be received at a regular interval by the church. Because the church's expenses vary month-to-month and week-to-week, it is helpful for the church's financial planning to be able to count on a reliable stream of income. For example, in some months we can have as much as \$15,000 in income and other months as low as \$6,000. These sort of intense fluctuations can cause cash-flow challenges which could be alleviated, in part, by more regular patterns of giving.

How do I get started?

Keep reading for instructions for how to sign-up for an account online and get squared away as an electronic giver. All you need is your checkbook and your pledge amount.

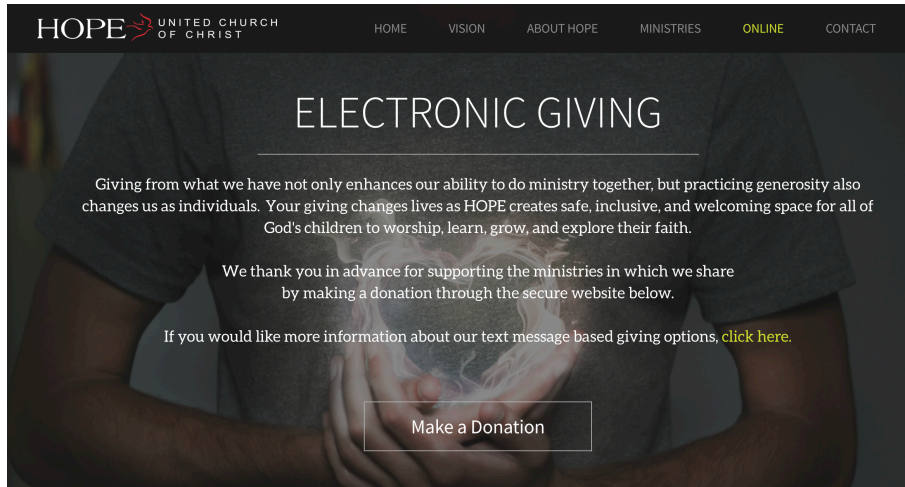
Do you have any tips?

- **Most beneficial giving frequency:** We pay a small processing fee on each electronic transfer that is processed through our account, and we have discovered that the perfect balance of regular income and minimal processing fees is if people set-up their electronic giving as a monthly transaction.
- **Credit Cards:** At this time, we are only able to offer electronic transfer from checking accounts. Unfortunately, the additional processing fees associated with credit card transactions put credit card donations beyond our current abilities for regular electronic giving.

CREATING AN ACCOUNT/SIGNING IN

1) Go to the church's website: <http://sharehope.org/online/give> and click the button: Make a Donation. This will open a new secure page through VANCO.

NOTE: After you have an account set-up this is the page you will use to log-in to your account.



2) If you are using e-giving for the first time, to create an account click on the "Create Profile" button in the black and red "Create Your Online Profile" box and follow the steps on the next screens. If you are a returning e-giver enter your email address and password in the "Log In" box.

The image shows a web form titled 'Online Donation'. At the top right, there is a link: 'Return to our Home Page'. The form is divided into two main sections. The left section is titled 'Donations' and contains a message: 'If you've already created a profile, please "Log In" on the right, otherwise continue.' Below this, there are two sub-sections: 'HOPE UCC Donations' and 'UCC Special Offerings'. Each sub-section has three rows of input fields with numerical values. Under 'HOPE UCC Donations': '-Pledged Contributions: 0.00', '-Non-Pledged Contributions: 0.00', '-Pastor's Discretionary Fund: 0.00'. Under 'UCC Special Offerings': '-One Great Hour of Sharing: 0.00', '-Neighbors in Need: 0.00', '-Strengthen the Church: 0.00', '-Christmas Fund: 0.00'. A 'Total:' row shows '\$0.00'. Below the total, there are fields for 'Donation Frequency:' (a dropdown menu set to 'Choose One' with a link '(About recurring donations)') and 'Donation Start Date:' (set to '07/03/19' with a calendar icon and a link 'mm/dd/yy'). A 'Continue' button is at the bottom of this section. The right section is titled 'Log In' and has fields for 'Email Address:' and 'Password:', a 'Log In' button, and a link 'Forgot your Email Address or Password?'. Below this is a section titled 'Create Your Online Profile' with a 'Create Profile' button.

ESTABLISHING A DONATION

1) Once you are logged into your account you will be at the Summary/Online Donation screen. To set up your donation click the “Add Transaction” button.

The screenshot shows the 'Online Donation' summary page for user 'Lucas King'. At the top right are navigation tabs for 'Summary', 'Profile', and 'Log Off'. Below the header, there are two buttons: 'Add Transaction' (highlighted with a blue border) and 'Edit Account'. The page is divided into two main sections: 'My Scheduled Transactions' and 'My Transaction History'. The 'My Scheduled Transactions' section contains the text 'You do not have any transactions scheduled.' The 'My Transaction History' section includes a date range selector set to '06/02/19 to 07/05/19', a dropdown menu for 'Fund' set to 'All Funds', and a 'Search' button. Below these is the message 'No donations were found for this Date Range and Fund selection.' A 'Return to our Home Page' link is located in the top right corner of the main content area. A 'Privacy & Security' link is at the bottom right.

2) On the new page that opens you will fill in your giving amount information:

The screenshot shows the 'Donations' form for 'HOPE UCC Donations'. At the top right are navigation tabs for 'Summary', 'Profile', and 'Log Off'. Below the header, there are two buttons: 'Add Transaction' (highlighted with a blue border) and 'Edit Account'. The page is divided into two main sections: 'My Scheduled Transactions' and 'My Transaction History'. The 'My Scheduled Transactions' section contains the text 'You do not have any transactions scheduled.' The 'My Transaction History' section includes a date range selector set to '06/02/19 to 07/05/19', a dropdown menu for 'Fund' set to 'All Funds', and a 'Search' button. Below these is the message 'No donations were found for this Date Range and Fund selection.' A 'Return to our Home Page' link is located in the top right corner of the main content area. A 'Privacy & Security' link is at the bottom right.

For pledged giving:

Decide how often you are going to give: weekly (divide total annual pledge by 52 – there are 52 Sundays in 2018) or monthly (divide total annual pledge by 12). If you would like to give quarterly, please see the separate section below. NOTE: **Monthly** is the frequency that works best for the church’s finances, but please choose the option that works best for your household’s finances.

Enter the amount that you plan to give with each transaction in the “Contributions/Pledges” box and then add any additional amounts you’d like to give in the other special donations boxes.

Select your donation frequency (One Time, Weekly or Monthly) from the drop-down menu and enter the start date for your donations. In order to set up quarterly giving you must follow the above steps four separate times to set-up four separate, one-time transactions. Typical quarterly dates would be: January 1, April 1, July 1 and October 1.

Special offerings:

You are able to give to special collections through the online platform simply by entering an amount into the individual special offering boxes. NOTE: all giving entered together on the same screen will follow the same frequency instructions. If you would like to give just a ONE-TIME donation to a special offering please enter this as a separate transaction.

3) On the next page you will enter your bank account information:

The screenshot displays the 'Online Donation' interface. The 'Donation Information' section includes a dropdown menu for 'Account' (set to 'New Account - Checking'), input fields for 'Routing Number' and 'Account Number', and a 'Bank Anywhere' section with a sample check image. The 'Donation Summary' section shows a table of 'HOPE UCC Donations' with a total monthly donation of \$1.00. A reCAPTCHA 'I'm not a robot' checkbox is present, along with 'Cancel' and 'Process' buttons.

HOPE UCC Donations	
Pledged Contributions	1.00
07-03-2019 Monthly	
Total Monthly Donation:	\$1.00

Total Monthly Donation: \$1.00
Donation Frequency: Monthly
Donation Start Date: 07/03/19

From the drop-down menu select whether you want to add a “New Account – Checking” or “New Account – Savings”

As shown in the image on the page, carefully type your bank routing number and bank account number.

Click the “Process” button to authorize the donation information you entered.

4) If you return to your account summary page, you will see the transaction you just set-up now listed in the “My Scheduled Transactions” section of the page.

HOPE
UNITED CHURCH
OF CHRIST

Summary Profile Log Off

Lucas King

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

Add Transaction Edit Account

My Scheduled Transactions

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
07/03/19	Pledged Contributions	1.00	1.00	0814	Monthly	Edit Delete

My Transaction History

Date Range: 06/02/19 to 07/05/19

Fund:

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

In the future if you would like to change the amount or frequency of your scheduled donation simply click on the “Edit” link next to the scheduled transaction.

If you have any questions or concerns, please contact Gail (hope@sharehope.org) or Pastor Lucas (pastor@sharehope.org) and we can help. Thank you!

Using Text Message Based Giving:

To make a donation from a smart phone text the amount you want to give to this number: 630-521-3256

For example:

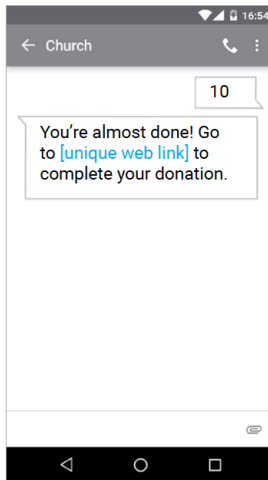
- To make a \$50 donation you would text: 50
- The system will reply to you with a link that you will click on. At the linked page you will enter your credit card and billing information and then tap “Process”
- Now, anytime you want to make a donation you can just text the amount you’d like to give and it will be immediately processed.

For more details on our text-based giving program visit: www.sharehope.org/text Here you can learn about recurring donations, how to change your payment information, and more!

Church Name **HOPE United Church of Christ**
10-Digit GivePlus Text # **630-521-3256**

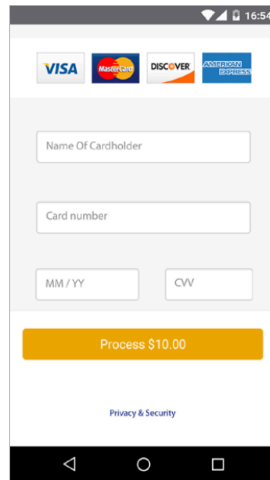
Quick Guide

1) Get Started



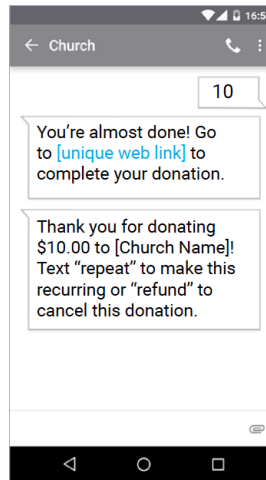
Enter your 10-digit GivePlus Text number and the amount you wish donate, then press send.

2) Register



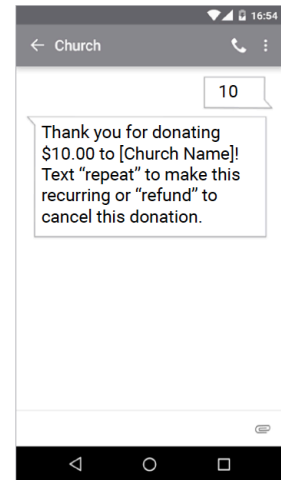
You will receive a registration link. Click the link and enter your contact and payment information. Tap “Process.”

3) Give



After registration is complete, you will receive a verification text as well as a receipt via email.

4) Repeat



For future giving, simply send a text with the amount you wish to give, and it will process automatically.