



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/>



The screenshot shows the website for Westwood Hills Congregational Church, United Church of Christ. The header features the church's logo on the left and social media icons for Facebook and Instagram on the right. A navigation menu below the header includes links for Home, Visitors, About Us, Pastor's Message, Ministries, Give, and Preschool. A red arrow points to the 'Give' link. Below the navigation menu, the main content area has a heading: "An Open and Affirming Congregation of the United Church of Christ". To the left is a portrait of Reverend Kirsten Linford. To the right is a text box with a message about online worshiping and a "Contact Us" button. At the bottom, there is a section titled "On worshipping online..." with a quote by Chris Lamora.

**WESTWOOD HILLS
CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST**

Home Visitors About Us Pastor's Message Ministries **Give** Preschool

An Open and Affirming Congregation of the United Church of Christ

 Come and see what is happening in our vibrant, ecumenical, open and affirming congregation. Explore our life of worship, service, learning, and care. Check out our programs for children, youth, and adults. Feed your spirit, nurture your soul and find new friends. No matter where you are on life's journey, you are welcome here.

Blessings,
Reverend Kirsten Linford

For the safety and health of our community, we are worshipping together online.

**Join us on
Zoom and Facebook
Sundays at 10:00 AM**

[Contact Us](#)

On worshipping online...

It's the definition of Church (capital C intentional). I'm thinking about it like the Mattel version of Westwood Hills...You go to Wal-Mart and buy Mattel's new "Westwood Hills in a Box." You get home and open it, and all you see inside are a whole bunch of multi-colored dolls of various shapes and sizes. But no pews or steeple or anything. And then you look back on the package and you see the asterisk that says "Building Not Included." But you happily play church anyway. It was kinda like that.

- Chris Lamora

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.

Westwood Hills Congregational Church

Online Donation

[View Mobile Site](#) [Return to our Home Page](#)

Donations

1. Already created a profile? => "Log In" as a Returning Member
2. To make **recurring** donations => Click "Create Profile"
3. To make a **one-time** donation and also have the ability to track your donation history => Click "Create Profile"
4. To make a **one-time** donation without tracking your donation history => Complete form below

General Fund:

Please specify above if this gift is In Honor or In Memory

Donation Frequency: [\(About recurring donations\)](#)

Donation Start Date: mm/dd/yy

Donation End Date: (optional) mm/dd/yy

Log In Open

Email Address:

Password:

[Forgot your Email Address or Password?](#)

Create Your Online Profile



[Privacy & Security](#)

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: **red arrow**

Confirm Email Address: **red arrow**

green arrow

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)

Last Name: (required)

Address 1: (required)

Address 2: **red arrow**

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required) **red arrow**

Confirm Email Address: (required) **red arrow**

Enter Password: (required) **green arrow**

Re-Enter Password: (required) **purple arrow**

black arrow

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 >

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 arrow). The black arrow shows that you are “standing” in the summary section.

Westwood Hills Congregational Church

[Summary](#) | [Profile](#) | [Log Off](#)

Pharma Ceutical

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

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](#)

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).

Pharma Ceutical

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

Donations

General Fund:

Please specify above if this gift is In Honor In Memory

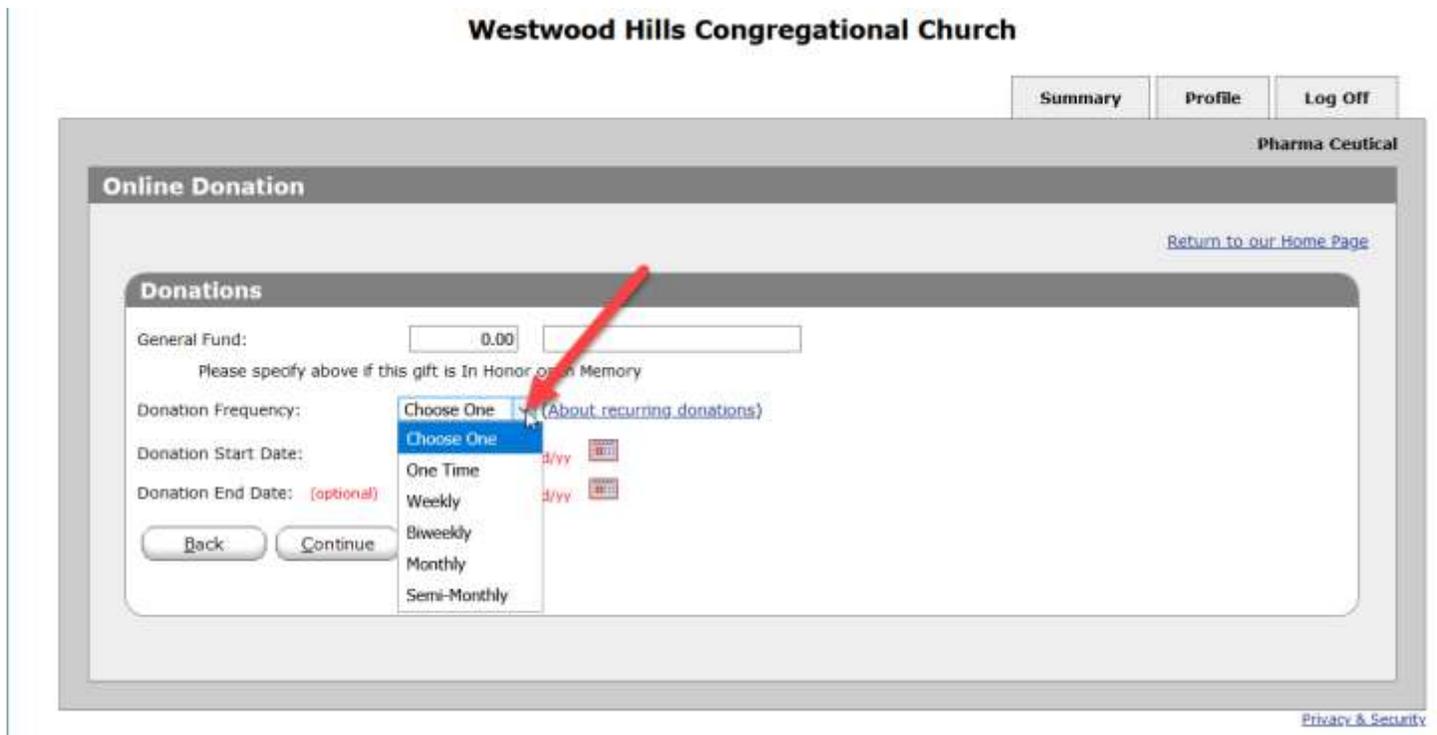
Donation Frequency: (About recurring donations)

Donation Start Date:

Donation End Date: (optional)

[Privacy & Security](#)

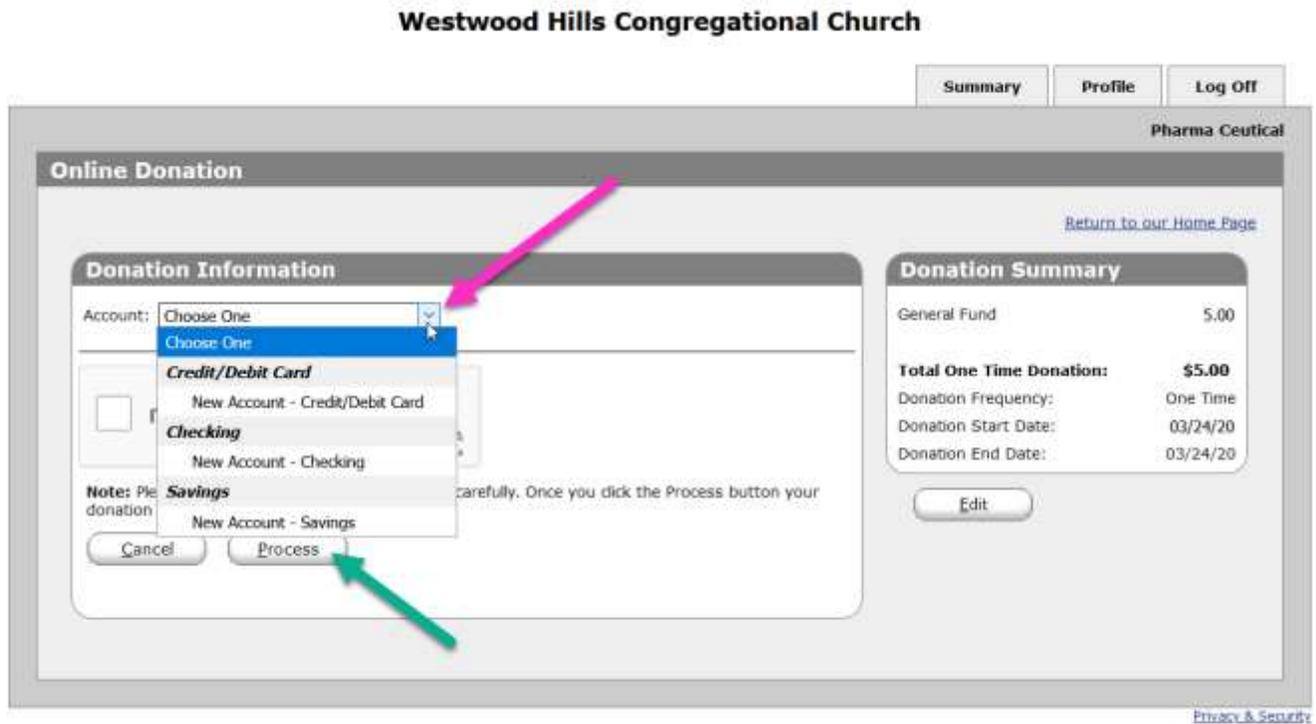
With the drop-down list showing, you can choose a one time or a repeated frequency of donation in the amount you choose.



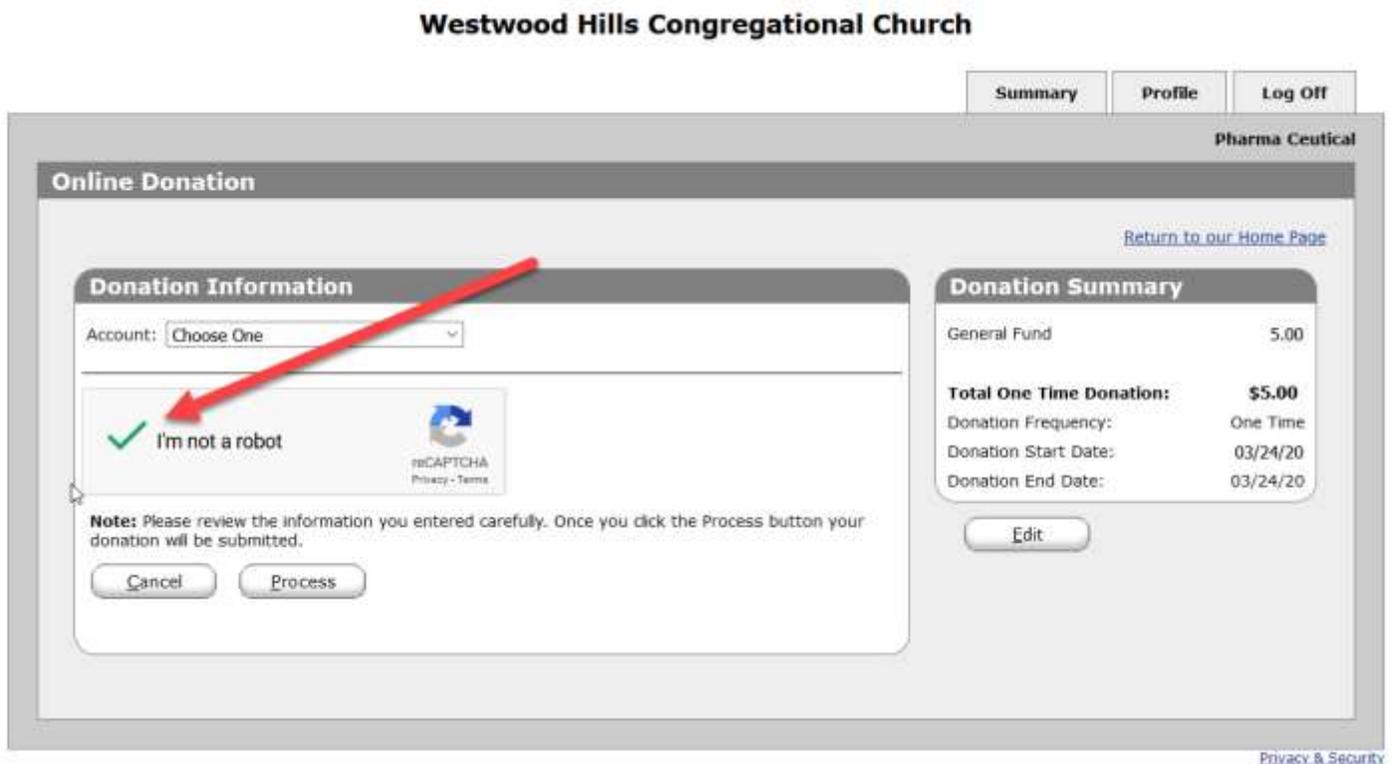
This example below shows someone making a one-time donation (gold arrow) of \$5.00 (green arrow), starting and ending on certain dates (pink arrows). To move ahead with the donation, click on the “Continue” button (purple arrow).



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 ▾

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.



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).

Online Donation

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Donation Information

Account:

Routing Number:

Account Number:

Bank Anywhere

Joe Smith
1234 Anystreet Court
Anycity, AA 12345 1234

Pay to the order of: _____ Dollars

[123456789] [1234567891234] -1234

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

Donation Summary

General Fund 5.00

Total One Time Donation: \$5.00

Donation Frequency: One Time
Donation Start Date: 03/26/20
Donation End Date: 03/24/20

Edit

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 and you will have authorized this organization to debit money from your account.

Cancel Process 

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.

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Online Donation

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Please specify above if this gift is In Honor or In Memory

Donation Frequency: [\(About recurring donations\)](#)

Donation Start Date: mm/dd/yy

Donation End Date: (optional) mm/dd/yy

Log In MEMBER

Email Address:

Password:

[Forgot your Email Address or Password?](#)

Create Your Online Profile

[Privacy & Security](#)

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):

Westwood Hills Congregational Church

Online Donation

View Mobile Site Return to our Home Page

Log In 

Email Address:

Password:

Log In

[Forgot your Email Address or Password?](#)

Create Your Online Profile

Create Profile

Donations

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General Fund:

Please specify above if this gift is In Honor or In Memory

Donation Frequency: [\(About recurring donations\)](#)

Donation Start Date: mm/dd/yy 

Donation End Date: (optional) mm/dd/yy 

Continue

[Privacy & Security](#)

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 >

