

## E-GIVING: NEW USERS

Creating an account and setting up offertory payments

1) Go to [holysinphantchurch.org](http://holysinphantchurch.org) and click on **Give**

The screenshot shows the homepage of Holy Infant Catholic Church. The navigation bar includes links for 'About Us', 'Worship & Sacraments', 'Faith & Learning', 'Getting Involved', and 'Ministries & Groups'. Below these are buttons for 'CALENDAR', 'CONNECT', 'JOIN', and 'GIVE'. The 'GIVE' button is circled in yellow. The main content area features a large image of the church building, a 'Holy Infant Building Updates' banner, and sections for 'EVENTS' and 'NEWS'. The 'GIVE' button is located in the top right corner of the navigation bar.

2) Under **E-Giving** and click **Click Here** where it reads, "To begin your enrollment..." in the second paragraph.

The screenshot shows the 'GIVE' page on the Holy Infant Catholic Church website. The page has a navigation bar with 'HOME / Give' and a 'GIVE' section header. The main content area includes a paragraph about the church's needs, a section for 'E-GIVING' with a paragraph explaining the program, and a 'Faith Development Registration' banner. The 'Click Here' link in the 'E-GIVING' section is circled in yellow.

**GIVE**

We know that much of what happens at Holy Infant occurs through the considerable efforts of volunteers working in over 50 ministries and groups. Through the Stewardship of Treasure we are able to provide the financial resources that are essential for maintaining a rich, vibrant and growing faith community. Our environment, liturgies, programs and activities depend on these gifts. We ask that you prayerfully discern what you can do to support the needs of our parish.

Stewardship means giving back to God from the many gifts that God has given to us. It means a spirit of thankfulness for God's goodness. Together we can embrace stewardship as a meaningful way to express our gratitude to God and at the same time support Holy Infant's vision and mission.

**E-GIVING**

The e-Giving program facilitates regular contributions to the weekly offertory and other scheduled second collections. e-Giving provides a simple, time-saving way for your stewardship commitment to be planned and fulfilled on a consistent basis, even when you are away on vacation or for other reasons.

Please consider enrolling in e-Giving. As a part of your decision-making, you may wish to review the frequently asked questions. To begin your enrollment, [click here](#). If you are already participating in e-Giving and would like to make changes to your account, please refer to the [FAQ](#) in area on the e-Giving page. Be sure to use the email address on file. For other questions or additional information, please contact the parish [Financial Services Administrator](#).

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3) Click **Create Profile** under **Create Your Online Profile** on the right side of the screen.

**HOLY INFANT**  
Catholic Church LIVE † JESUS

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

**Donations**

**Important note for pledge e-Giving:**  
If you are setting up pledge e-Giving, Holy Infant's Financial Services Administrator will be in contact with you shortly to finalize your set-up.  
Thank you for your generosity!

**Regular Contributions**

-FIRST OFFERTORY:

-CHARITY AND JUSTICE:

-MAINTENANCE OFFERTORY:

Frequency: Choose One

Donation Start Date: 09/21/17 mm/dd/yy

**Capital Campaign**

-PLEDGE:

Frequency: Choose One

Donation Start Date: 09/21/17 mm/dd/yy

**Christmas Contributions**

Please choose any date in December.

-CHRISTMAS OFFERTORY:

-CHRISTMAS FLOWERS:

**Log In**

Email Address:

Password:

[Log In](#)

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

**Create Your Online Profile**

[Create Profile](#)

4) Under **Create Profile** enter your **Email Address** then enter it again to confirm. This will be your User ID.

**HOLY INFANT**  
Catholic Church LIVE † JESUS

**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:

[Continue](#)

**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 Holy Infant Catholic 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](#)

## E-GIVING: NEW USERS

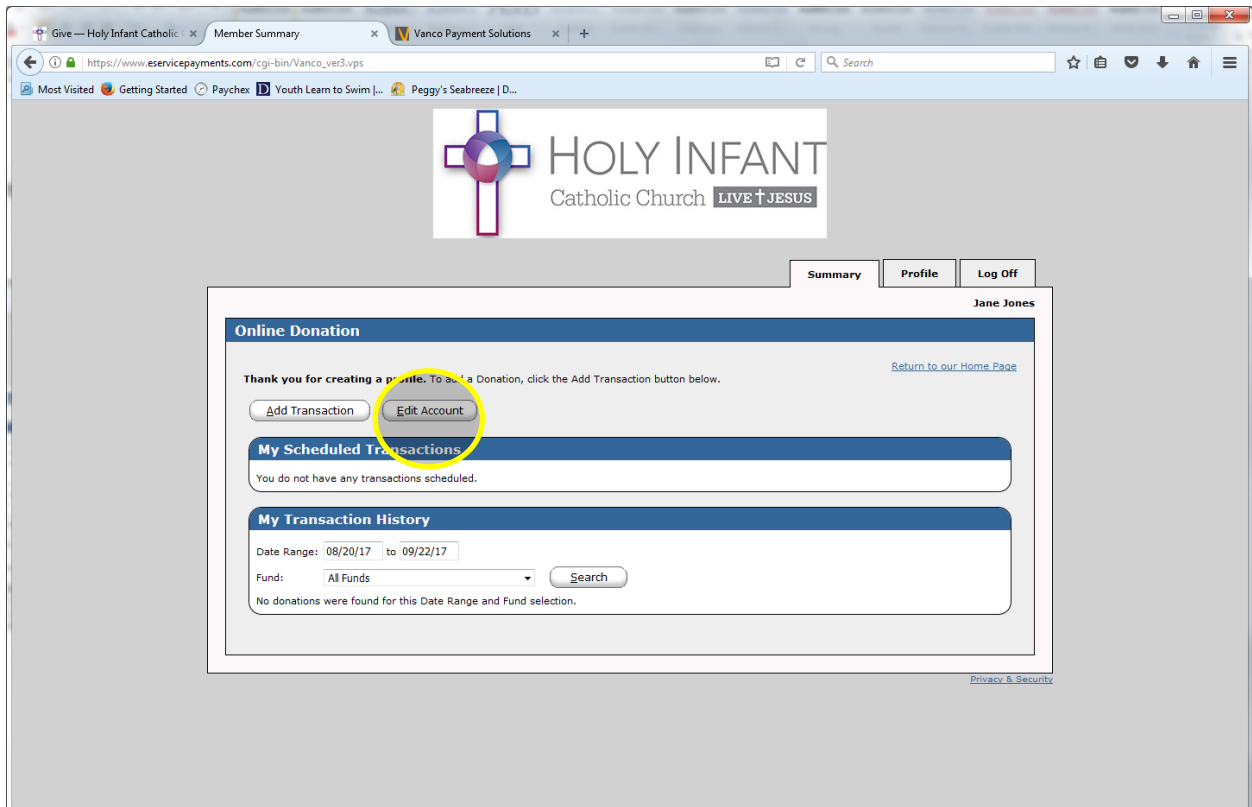
Creating an account and setting up offertory payments

5) Complete the open fields and click **Create Profile**.



The screenshot shows the 'Online Donation' page for Holy Infant Catholic Church. The page features a logo with a cross and the text 'HOLY INFANT Catholic Church LIVE † JESUS'. Below the logo is a 'Profile' form with the following fields: First Name (required), Last Name (required), Address 1 (required), Address 2, City (required), State / Zip (required), Phone Number, Email Address (required) with the value 'campaign@holynfantchurch.org', Confirm Email Address (required) with the value 'campaign@holynfantchurch.org', Enter Password (required), and Re-Enter Password (required). A 'Create Profile' button is at the bottom left. To the right of the password fields, there are 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', and 'Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than \* or >'. A yellow circle highlights the form fields.

6) Click **Edit Account** at the top of the page.



The screenshot shows the 'Online Donation' page for Holy Infant Catholic Church, accessed via a browser. The browser address bar shows 'https://www.eservicepayments.com/cgi-bin/Vanco\_ver3.vps'. The page features a logo with a cross and the text 'HOLY INFANT Catholic Church LIVE † JESUS'. Below the logo are navigation tabs: 'Summary', 'Profile', and 'Log Off'. The user is identified as 'Jane Jones'. The page contains a message: 'Thank you for creating a profile. To add a Donation, click the Add Transaction button below.' Below this message are two buttons: 'Add Transaction' and 'Edit Account', with the 'Edit Account' button circled in yellow. Below the buttons are two sections: 'My Scheduled Transactions' with the message 'You do not have any transactions scheduled.' and 'My Transaction History' with a date range of '08/20/17 to 09/22/17', a fund selection of 'All Funds', and a 'Search' button. The message 'No donations were found for this Date Range and Fund selection.' is displayed below the search section. A 'Privacy & Security' link is at the bottom right.

## E-GIVING: NEW USERS

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7) Enter your new **First Offertory** contribution under **Regular Contributions**.

**HOLY INFANT**  
Catholic Church LIVE † JESUS

Summary Profile Log Off

Jane Jones

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

**Donations**

**Regular Contributions**

-FIRST OFFERTORY:

-CHARITY AND JUSTICE:

-MAINTENANCE OFFERTORY:

Frequency: Choose One

Donation Start Date: 09/21/17 mm/dd/yy

**Capital Campaign**

-PLEDGE:

Frequency: Choose One

Donation Start Date: 09/21/17 mm/dd/yy

**Christmas Contributions**

Please choose any date in December.

-CHRISTMAS OFFERTORY:

-CHRISTMAS FLOWERS:

-PRIEST WEL/RETIREMENT-Christma:

8) Scroll down the page and click **Continue**.

Frequency: Annual  
Donation Settlement Date:

**October Special Collections**

Please choose any date in October.

-WORLD MISSION SUNDAY:

Frequency: Annual  
Donation Settlement Date:

**November Special Collections**

Please choose any date in November.

-CAMPAIGN FOR HUMAN DEVELOPMENT:

-ALL SAINT'S DAY:

-ALL SOUL'S DAY:

Frequency: Annual  
Donation Settlement Date:

**December Special Collections**

Please choose any date in December.

-RETIREMENT FOR THE RELIGIOUS:

-IMMACULATE CONCEPTION:

Frequency: Annual  
Donation Settlement Date:

**Total:** \$25.00

Back Delete Continue

Please Wait...

[Privacy & Security](#)

## E-GIVING: NEW USERS

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9) Under **Donation Information**, select your bank account for withdrawal and enter a **Routing Number** and **Account Number**. Check the box to verify that you are not a robot then click **Process**.

The screenshot shows a web interface for online donations. At the top right, there are buttons for 'Summary', 'Profile', and 'Log Off', and the user's name 'Jane Jones'. The main content area is titled 'Online Donation' and includes a 'Return to our Home Page' link. The 'Donation Information' section is highlighted with a yellow circle and contains the following fields: 'Account: New Account - Checking' (dropdown), 'Routing Number:' (text input), and 'Account Number:' (text input). Below these is a 'Bank Anywhere' section with a sample card for 'Joe Smith' at '1234 Any Street Court, Any City, AK 12345'. The card shows a routing number '123456789' and an account number '1234'. A note below the card reads: 'Bank Routing Number: 123456789 | Bank Account Number: 1234 | Check Number (Do not use)'. Below the bank information is a reCAPTCHA section with the text 'I'm not a robot' and a checkbox, which is also highlighted with a yellow circle. A note below the reCAPTCHA states: '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.' At the bottom of the form are 'Cancel' and 'Process' buttons, with the 'Process' button highlighted by a yellow circle.

Summary Profile Log Off Jane Jones

Return to our Home Page

### Donation Information

Account: New Account - Checking

Routing Number:

Account Number:

Joe Smith  
1234 Any Street Court  
Any City, AK 12345

Pay to the order of: Dollars

Bank Anywhere

123456789 123456789123 1234

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

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

### Donation Summary

#### Regular Contributions

FIRST OFFERTORY	100.00
09-22-2017 Weekly	
<b>Total Weekly Donation:</b>	<b>\$100.00</b>

Edit