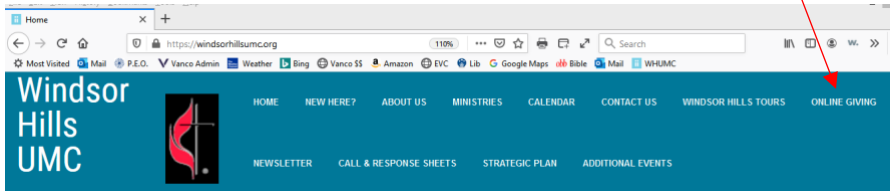


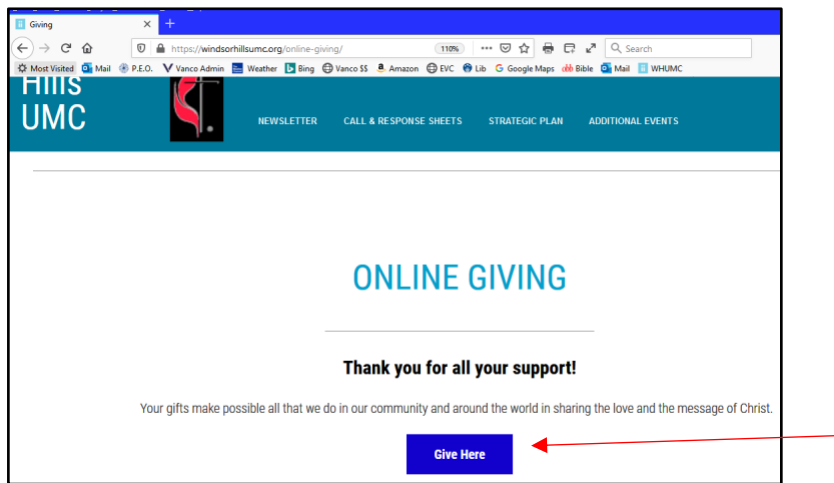
How to Set Up Online Giving

Open the Windsor Hills web site in your browser. <https://windsorhillsumc.org>

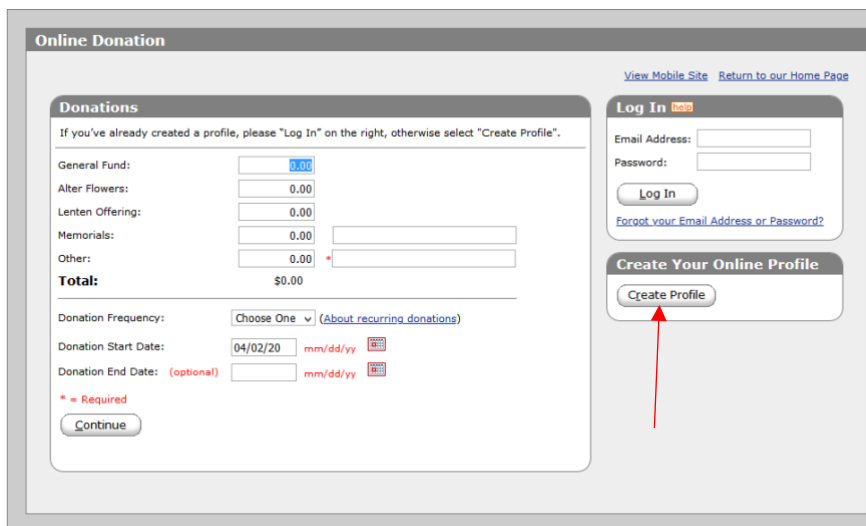
1. Select ONLINE GIVING



2. Select Give Here



3. Select Create Profile



4. Enter your email address and confirm it. Select Continue

Windsor Hills United Methodist Church

[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 thousands of clients. Vanco was chosen by Windsor Hills United Methodist 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](#).

5. Fill in the required information and select Create Profile

[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
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than * " or >

Be sure to record/remember your password for future logins;
You are now ready to make donations by selecting Add Transaction.

Making a Donation

1. Make a donation by selecting Add Transaction

Windsor Hills United Methodist Church

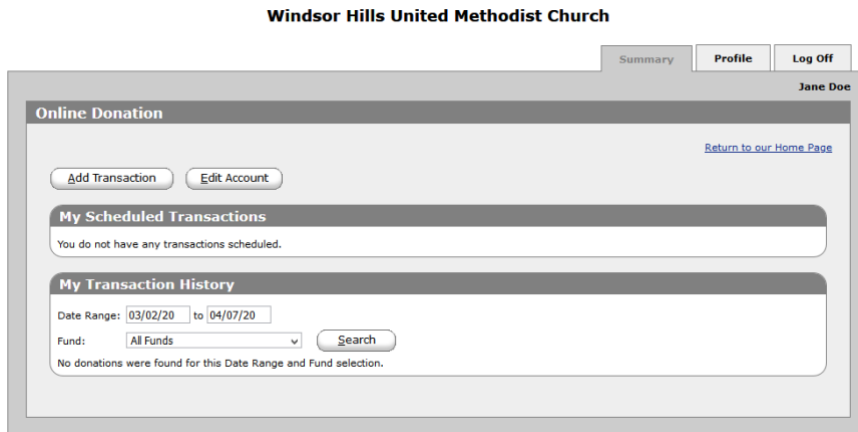
Summary **Profile** Log Off

Jane Doe

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.



2. Enter an amount for one or more of the funds; a donation frequency, a start date and an optional end date, and Continue. Note: to make one donation periodically for a period of time and another one time donation, you must do the Add Transaction process separately for each one.

Summary **Profile** Log Off

Jane Doe

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

Donations

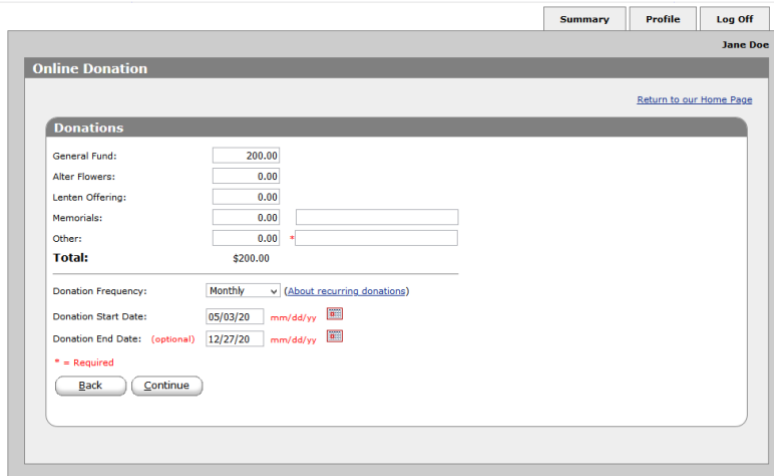
General Fund:	<input type="text" value="200.00"/>
Alter Flowers:	<input type="text" value="0.00"/>
Lenten Offering:	<input type="text" value="0.00"/>
Memorials:	<input type="text" value="0.00"/> <input type="text"/>
Other:	<input type="text" value="0.00"/> <input type="text"/>
Total:	\$200.00

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

Donation Start Date: mm/dd/yy

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

* = Required



3. Choose an account and check the box for I'm not a robot. Select Process.

Windsor Hills United Methodist Church

Summary Profile Log Off Jane Doe

Return to our Home Page

Online Donation

Donation Information

Account: Choose One

I'm not a robot

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Cancel Process

Donation Summary

General Fund 200.00

Total Monthly Donation: \$200.00

Donation Frequency: Monthly

Donation Start Date: 05/03/20

Donation End Date: 12/27/20

Edit

4. On the Donation Information screen, under accounts, you can choose to use a credit/debit card, a checking account, or a savings account.

File Edit View History Bookmarks Tools Help

Donation

https://www.eservtopayments.com/cgi-bin/Vanco_ver3.vps

Windsor Hills United Methodist Church

Summary Profile Log Off Jane Doe

Return to our Home Page

Online Donation

Accounts: Choose One

Choose One

Credit/Debit Card

New Account - Credit/Debit Card

Checking

New Account - Checking

Savings

New Account - Savings

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Cancel Process

Donation Summary

General Fund 200.00

Total Monthly Donation: \$200.00

Donation Frequency: Monthly

Donation Start Date: 05/03/20

Donation End Date: 12/27/20

Edit

Each type of payment method will prompt you for information details.

5. Fill in the details and select Process.

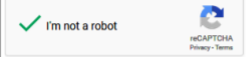
Checking account example:

Donation Information

Account:

Routing Number:

Account Number:



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.

Donation Summary

General Fund	200.00
Total Monthly Donation:	\$200.00
Donation Frequency:	Monthly
Donation Start Date:	05/03/20
Donation End Date:	12/27/20

Credit Card example:

The screenshot displays a web form for setting up a credit card donation. It is divided into two main sections: 'Donation Information' and 'Donation Summary'.

Donation Information:

- Account: New Account - Credit/Debit Card (dropdown)
- Logos for VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS.
- Card Number: [input field]
- Expiration Date: [dropdown] / [dropdown]
- Name Of Cardholder: [input field]
- Optional:** - Give additional 2.75% to help offset the processing fee
- Use Profile Address
- Billing Address 1: [input field]
- Billing Address 2: [input field]
- Billing City: [input field]
- Billing State / Zip: [input field] / [input field]

Donation Summary:

General Fund	200.00
Total Monthly Donation:	\$200.00
Donation Frequency:	Monthly
Donation Start Date:	05/03/20
Donation End Date:	12/27/20

[Edit button]

I'm not a robot [reCAPTCHA logo]

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

[Cancel] [Process]

You are now set up for online giving.

Future Donations

The next time you want to make a donation, start on the Windsor Hills home page. Select ONLINE GIVING; Give Here; Log in with your Email Address and Password.

You will then see the donation screen where you can select options for your donation. If you choose to give weekly or monthly, your donation will be automatically processed each time period until after the end date of your donations.