## Using the new Vanco Online Giving Portal for Holy Trinity Lutheran Church

Holy Trinity Lutheran Church has recently updated our Vanco online giving portal. This new portal is more user friendly and gives worshippers increased flexibility to make offerings using a smartphone. Thank you for your continuing generosity!

## Online From Your Computer

Visit <u>https://secure.myvanco.com/L-ZP7Y/home</u>. This link is also available on the Holy Trinity Lutheran Church webpage <u>https://holytrinityleesburg.org/</u> by clicking the **Donate** button.



If you already have a profile in Vanco, click the **Log In** link and enter your email address and password. If you do not yet have a Vanco profile, click the **Sign Up** link and enter the requested information.

Click on the purple tile button for the type of offering you would like to make. Scroll down to see additional tiles. The next screen will show you additional information about how your donation will be used.

After clicking the selected tile, enter the amount. Select **One Time** or **Recurring**. If you select **Recurring**, select the frequency and the date you wish the donation to start. If you select **One Time**, Vanco defaults to **Once**, **Now**. If you wish, click the drop down and select **Once**, **on a future date**. Then select the date.



After filling out this screen, click **Add to Basket**. The next screen will allow you to add additional donations for other purposes, if desired. Once you have made all of your donation selections, click **Continue to Payment.** 

You may elect to pay by **Credit or Debit Card** or by **Bank Account**. Note: if you previously saved payment information in the "old" Vanco portal, it should be saved in the new portal. If you do not find it, simply enter it again in the new portal. However, once it is saved in the new portal, you will not need to re-enter it unless your information changes.

✓ View more giving opportunities				
Payment Method	🔂 Basket	0		
Credit or Debit Card Bank Account	General Offering	Remove		
WIA 💽 👓 😪	One-Time Total	\$3.00		
Card number	I would like to help offse associated with online g	t the processing fees iving.		
Exp. date ZIP code CVV ③	Continue to r	Continue to review		

If you select **Credit or Debit Card**, fill out the requested information. Click **Save this payment method for future use**, if you plan to use this card again to make donations to Holy Trinity. You may also elect to help offset the processing fees by clicking the button.

← View more giving opportunities		
Payment Method	🗇 Basket	0
Credit or Debit Card Bank Account	General Offering	Remove
C Payment method	One-Time Total	\$3.00
Use a new bank account	Continue to revi	ew
Account number		
Routing number		
Account type		
Checking account		

If you select **Bank Account**, fill out the requested information and click **I accept and acknowledge that this payment is subject to NACHA Rules**. Click **Save this payment method for future use**, if you plan to use this account again to make donations to Holy Trinity.

Click **Continue to review**. If everything is correct on the next screen, click **Submit**. If you made a mistake, you may click **Change** to change your payment method or **Remove** to cancel out of the transaction.

H Holy Trinity Lutheran Church			<b>企</b> Home	음 Profile	Basket	
	General Offering	Remove				
	One-Time Total	\$3.00				
	Payment method  Checking account ending in 0082	Change				
	Submit	urely				
	This site is protected by reCAPTCHA and the Go and Terms of Service apply	ogle Privacy Policy				

After you make your donation, you will receive an email confirming your gift.

In the **Profile** menu option (top right corner of the screen) you may: select **Transactions** to see scheduled transactions or a history of your transactions (including offerings made in the "old" Vanco portal); view, add, or remove **Payment Methods**; view and change **Profile Settings**; and **Log Out** of Vanco.

From Your Phone via QR Code

Scan the QR Code below:



A mobile version of the Holy Trinity Vanco site will open. Follow the instructions above to make your donation.

From Your Phone Via Text

Text the amount you wish to give to **844-435-9809**. The first time you do this, you will receive a text with a link to Register. Enter your contact and payment information. You will receive a text message and an email confirming your gift. If you wish to make this donation recurring, text Repeat in response to the text confirmation.

From Your Phone Via Mobile App (Apple and Android devices)

Download the Vanco Mobile app from your app store to set up a one-time or recurring donation. Open the App, search for Leesburg, and then choose Holy Trinity Lutheran Church.