



# Getting started

Click on the “Give Online” button.

The screenshot shows the website header for Palmyra Church of the Brethren. The header includes a search bar with the text "Type and hit enter to Search", the church logo, the name "Palmyra Church of the Brethren", and the tagline "Continuing the Work of Jesus. Peacefully. Simply. Together." Contact information is listed as 45 North Chestnut Street, Palmyra, PA 17078, 717-838-6369, and palmyracob@palmyracob.org. A navigation menu contains links for Home, About Us, Worship, Study/Learn, Activities, Serve, Pine Woods, and Community. Below the navigation menu is a photo of three people smiling. To the right of the photo are three buttons: "Calendar" (blue), "News" (green), and "Give Online" (red). A red arrow points from the text above to the "Give Online" button.

Type and hit enter to Search

*Palmyra Church of the Brethren*  
"Continuing the Work of Jesus. Peacefully. Simply. Together."

45 North Chestnut Street  
Palmyra, PA 17078  
717-838-6369  
palmyracob@palmyracob.org

Home About Us Worship Study/Learn Activities Serve Pine Woods Community

Calendar

News

Give Online



# Getting started

The is the Home Page!

First time users, click on “Create Your Online Profile”

**Online Donation**

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

### Donations

If you've already created a profile, please "Log In" on the right, otherwise continue.

Unified-All Ministries of Church:	<input type="text" value="0.00"/>	
Building Renovation:	<input type="text" value="0.00"/>	
Memorial:	<input type="text" value="0.00"/>	* <input type="text"/>
Other 1:	<input type="text" value="0.00"/>	* <input type="text"/>
Other 2:	<input type="text" value="0.00"/>	* <input type="text"/>
Other 3:	<input type="text" value="0.00"/>	* <input type="text"/>

---

**Total:** \$0.00

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

Donation Start Date:  mm/dd/yy

\* = Required

### Log In help

Email Address:

Password:

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

### Create Your Online Profile



# Getting started

Fill in your email address, verify and click “Continue”

## 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:

### 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 Palmyra Church Of The Brethren 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](#)





# Getting started

Fill out Profile and click “Create Profile”

## Online Donation

[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 >



# Getting started

Click on “Add Transaction”

Summary Profile Log Off

## Online Donation

Thank you for creating a profile. To add a Donation, click the Add Transaction button below. [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](#)



# Getting started

Summary

Profile

Log Off

## Choose...

### 1. A Fund

- Unified - All Ministries
- Building Renovation
- Memorial  
(Provide person's name)
- Other 1, 2 ,3  
(Special Donations & Registrations)

### 2. Donation Frequency

- 1X, Weekly or Monthly

### 3. Start Date

- Set for at least 14 days from when profile created.
- Set for a Monday through Friday - no weekends.
- Use the calendar to set all dates

### 4. Click "Continue"

The screenshot shows the 'Online Donation' interface. At the top right, there are three buttons: 'Summary', 'Profile', and 'Log Off'. Below these is a blue header bar with the text 'Online Donation' and a link 'Return to our Home Page'. The main content area is titled 'Donations' and contains several input fields for different donation categories: 'Unified-All Ministries of Church' (0.00), 'Building Renovation' (0.00), 'Memorial' (0.00), 'Other 1' (0.00), 'Other 2' (0.00), and 'Other 3' (0.00). Each of the 'Other' fields has an asterisk and a text input box next to it. Below these fields is a 'Total:' label with a value of '\$0.00'. Underneath the total, there is a 'Donation Frequency:' dropdown menu set to 'Choose One' and a link '(About recurring donations)'. Below that is a 'Donation Start Date:' field with the value '04/29/15' and a calendar icon. A red asterisk with the text '\* = Required' is positioned below the date field. At the bottom of the form are two buttons: 'Back' and 'Continue'.

6.



# Getting started

1. List your envelope number (only if known).
2. Choose an account - either checking/saving or credit card.  
For checking/saving instructions, go to next slide.  
For credit card instructions, go to slide 9.

Summary Profile Log Off

## Online Donation

[Return to our Home Page](#)

### Donation Information

Church prefers the use of bank account to avoid credit card fees.

---

Offering Envelope Number

---

Account: Choose One ▼

---

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

CancelProcess

### Donation Summary

Edit



# Getting started

## For Checking/Saving Account Withdrawal

Summary Profile Log Off

### Online Donation

[Return to our Home Page](#)

#### Donation Information

Church prefers the use of bank account to avoid credit card fees.

Offering Envelope Number:

Account:

Routing Number:

Account Number:

Joe Smith 1234  
1234 Anystreet Court  
Anycity, AA 12345 1234

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere

123456789 123456789123 1234

Bank Bank Check Number (Do not use)  
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

1. Fill out information & click "Process"
2. Go to slide 10





# Getting started

## For Credit Card Account Withdrawal Process

Summary Profile Log Off

### Online Donation





[Return to our Home Page](#)

#### Donation Information

Church prefers the use of bank account to avoid credit card fees.

Offering Envelope Number:

Account: New Account - Credit/Debit Card

Card Number:

Expiration Date:

Name Of Cardholder:

Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip:  /

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

#### Donation Summary

**Fill out information & click "Process"**



# Getting started

You are finished, please click on 'Log Off'

Summary Profile Log Off

## Online Donation

[Return to our Home Page](#)

### Donation Information

Church prefers the use of bank account to avoid credit card fees.

Offering Envelope Number

Account:

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

### Donation Summary



# Please Note...

1. You will receive an email confirmation
  - Of your initial profile
  - Of your initial donation details
  - Of any changes to your profile or donation schedule
2. You can make changes to your account at anytime! See next slide for instructions.
3. Questions, contact Gail Wagner, 838-6369 or [gwagner@palmyracob.org](mailto:gwagner@palmyracob.org)



# Make changes or review history...

1. On the Homepage in the “Log In” box, fill in your email address and secure password.
2. Click on “Log In”.

**Online Donation**

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

### Donations

If you've already created a profile, please "Log In" on the right, otherwise continue.

Unified-All Ministries of Church:	<input type="text" value="0.00"/>
Building Renovation:	<input type="text" value="0.00"/>
Memorial:	<input type="text" value="0.00"/> *
Other 1:	<input type="text" value="0.00"/> *
Other 2:	<input type="text" value="0.00"/> *
Other 3:	<input type="text" value="0.00"/> *

**Total:** \$0.00

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

Donation Start Date:  mm/dd/yy

\* = Required

### Log In help

Email Address:

Password:

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

### Create Your Online Profile



# Make changes or review history...

You can edit your profile, donations and check history.

Please remember to Log Off!

Summary Profile Log Off

## Online Donation

Thank you for creating a profile. To add a Donation, click the Add Transaction button below. [Return to our Home Page](#)

Add Transaction Edit Account

### My Scheduled Transactions

You do not have any transactions scheduled.

### My Transaction History

Date Range: 03/29/15 to 05/01/15

Fund: All Funds Search

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