

Steps to Setup Online Giving

1. Go to the Salem UCC website: <http://www.salemuccalh.org/>
2. Click on the Online Giving Button or the Vanco Icon

The screenshot shows the top of the Salem UCC website. On the left is the Salem United Church of Christ logo, featuring a red cross and the text "SALEM UNITED CHURCH OF CHRIST ALHAMBRA, IL EST. 1860". To the right are icons for Vanco (a yellow 'V' in a square), a red leaf, Facebook, and the church's circular seal. Below these is a navigation menu with buttons for Home, Worship, Youth, Christian Education, About Us, Calendar, Policies and Forms, Affiliated Ministries, and Online Giving. The "Online Giving" button is highlighted with a red box. Below the menu are two buttons: "Weekly Bulletin" and "Current Messenger".

3. On the page that appears, click on Create Profile
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The screenshot shows the "Online Donation" page. It has a blue header with the text "Online Donation" and links for "View Mobile Site" and "Return to our Home Page". The main content area is divided into two columns. The left column is titled "Donations" and contains a form with fields for "General Operating" (0.00), "OCWM" (0.00), and "Total" (\$0.00). Below these are fields for "Donation Frequency" (a dropdown menu set to "Choose One") and "Donation Start Date" (01/31/17). A "Continue" button is at the bottom of this section. The right column is titled "Log In" and contains fields for "Email Address" and "Password", a "Log In" button, and a link for "Forgot your Email Address or Password?". Below the "Log In" section is a "Create Your Online Profile" section with a "Create Profile" button highlighted by a red box.

4. Enter in your e-mail address twice and click Continue

The screenshot shows the "Online Donation" page with the "Create Profile" form and "Privacy Notice" section. The "Create Profile" form has a blue header and contains the text "Enter a valid email address below. This will be used as your User ID." Below this are two input fields: "Email Address" (john.doe@gmail.com) and "Confirm Email Address" (john.doe@gmail.com). A "Continue" button is at the bottom of the form. To the right is the "Privacy Notice" section, which contains text explaining that the user is on a secure webpage hosted by Vanco Services, LLC, and that the information provided will be used to process online transactions. It also states that the information will be safeguarded in strict compliance with federal standards for nonpublic personal information. At the bottom of the notice, it says "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. Enter in all other information. At the bottom you will have to create a password

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The screenshot shows a web form titled "Online Donation" with a sub-header "Profile". The form contains several input fields: "First Name: (required)" with "John", "Last Name: (required)" with "Doe", "Address 1: (required)" with "111 Street Address", "Address 2:" (empty), "City: (required)" with "Alhambra", "State / Zip: (required)" with "IL" and "62001", "Phone Number:" with "2224449999", "Email Address: (required)" (empty), "Confirm Email Address: (required)" (empty), "Enter Password: (required)" (masked with dots), and "Re-Enter Password: (required)" (masked with dots). To the right of the password fields, there are "Password requirements:" listed: "- 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 "Create Profile" button is at the bottom left. A "Return to our Home Page" link is at the top right.

6. Click on Create Profile

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The screenshot shows a user dashboard titled "Online Donation" for "John Doe". At the top right, there are navigation tabs: "Summary" (highlighted in red), "Profile", and "Log Off". Below the header, there is a "Thank you for creating a profile. To add a Donation, click the Add Transaction button below." message with a "Return to our Home Page" link. Two buttons are visible: "Add Transaction" and "Edit Account". Below this, there are two main sections: "My Scheduled Transactions" with the message "You do not have any transactions scheduled." and "My Transaction History" with a date range selector (12/31/16 to 02/03/17), a "Fund:" dropdown menu set to "All Funds", a "Search" button, and the message "No donations were found for this Date Range and Fund selection."

7. This is the screen that will appear whenever you log into the site (Step 3).