

Create a Transaction

If you are already logged in skip to step 4.

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

The screenshot shows the top of the Salem UCC website. On the left is the Salem UCC logo with the text "SALEM UNITED CHURCH OF CHRIST ALHAMBRA, IL EST. 1860". To the right are icons for a Vanco card, a red envelope, Facebook, and the UCC 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. Login with the email and password you used to create your account and click Log In.

Salem United Church Of Christ

The screenshot shows the "Online Donation" page. It has a blue header with "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 input fields for "General Operating" (0.00) and "OCWM" (0.00), with a "Total" of \$0.00. Below these are "Donation Frequency" (Choose One) and "Donation Start Date" (01/31/17). A "Continue" button is at the bottom. The right column is titled "Log In" and contains "Email Address:" and "Password:" input fields, a "Log In" button, and a link for "Forgot your Email Address or Password?". Below the login section is a "Create Your Online Profile" section with a "Create Profile" button.

4. Once logged in, click Add Transaction

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The screenshot shows the user's profile page after logging in. At the top right, there are tabs for "Summary", "Profile", and "Log Off", and the name "John Doe". The main content area is titled "Online Donation" and has a "Return to our Home Page" link. A message says "Thank you for creating a profile. To add a Donation, click the Add Transaction button below." Below this message are two buttons: "Add Transaction" (highlighted with a red box) and "Edit Account". The page is divided into two sections: "My Scheduled Transactions" which says "You do not have any transactions scheduled." and "My Transaction History" which has a "Date Range" (12/31/16 to 02/03/17) and a "Fund" dropdown (All Funds) with a "Search" button. Below the search section, it says "No donations were found for this Date Range and Fund selection."

- On the next screen, you will enter how much you would like to donate into General Operating/Local Mission (red side) or OCWM (black side). On the bottom, you can choose how frequent you would like to donate. You can choose between One Time, Weekly, or Monthly. Also choose the date you would like to start the donation(s).

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[Summary](#) [Profile](#) [Log Off](#)

John Doe

Online Donation

[Return to our Home Page](#)

Donations

Welcome to Salem UCCs on-line giving program

General Operating:

OCWM:

Total: \$0.00

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

Donation Start Date: mm/dd/yy

- On the next page, select Credit/Debit Card, Checking, and Savings. Whichever you choose, fill out the information asked for. At the bottom, remember to check “I am not a robot”.
- It is recommended that you choose Checking because there are no fees per transaction.

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[Summary](#) [Profile](#) [Log Off](#)

John Doe

Online Donation

[Return to our Home Page](#)

Donation Information

Account: Choose One

Credit/Debit Card

New Account - Credit/Debit Card

Checking

New Account - Checking

Savings

New Account - Savings

TECUM - UCC-IA
Privacy - Terms

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

Donation Summary

General Operating	20.00
Total One Time Donation: \$20.00	
Donation Frequency:	One Time
Donation Start Date:	02/08/17