

Electronic Giving at BLC Through Vanco Payment Solutions 2021-2022

Multiple Giving Options for BLC

We have several options for making donations:

- 1) To make an online web donation (one time or recurring), click on the Online Giving icon on our Donation webpage or use [this link](#) to access our secure giving page and follow the instructions. Detailed instructions are also available below.
- 2) For recurring donations, another option is to download the [BLC Vanco Enrollment form](#) or get a copy from the BLC Office, complete and sign, and return with a voided check to the BLC office with Attention Financial Secretary. The financial secretary will set up an account for you per your instructions.
- 3) Use the Vanco Mobile app* on your smartphone.
- 4) Mail or drop off a check or cash to the BLC office (Attn: Financial Secretary, 1000 West 15th Avenue, Longmont, CO, 80501).



Options for Making a Pledge at BLC



- 1) To make a pledge online, click on the Pledge Online icon or [this link](#) to access our online pledge form. Complete and submit; you will receive a copy by email.
- 2) Download and fill out the [Bethlehem Pledge form printed](#) and mail to the office with Attention: Financial Secretary.

Note: Vanco Payment Solutions, as do all processing companies, charges an upfront 3% convenience bank fee per transaction. We give each contributor the option to check a box under the credit/debit card information screen so that fee is paid by the donor, and Bethlehem does not incur that cost.

Online giving lets you go to our website or the Vanco Mobile app at any time 24/7 to set up an automatic donation plan, change your donation plan, make a one-time donation, or view your online donation history. If you have any questions about either our giving or pledging options, please contact Jenny, our financial secretary (financialsec@bethlehem-lutheran.net, 303-651-6226).

Detailed Information and Instructions for Electronic Giving Through Vanco

Payment Solutions methods:

- *Direct electronic funds transfer between banks*, referred to as ACH (Automated Clearing House); formerly called Simply Giving when used for recurring payments.
- *Credit/Debit Card processing*, referred to as MS (Merchant Services); formerly referred to as WebPay.

Frequency of payments:

- one-time payment—most often used for registrations, visitor donations, paying for books, *etc.*
- recurring payment (weekly/monthly/quarterly)—most often used for regular and pledged donations.

Profile options:

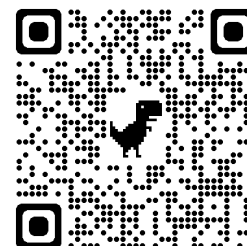
- No profile created—used for one-time payment; no tracking or history kept (ACH or MS).

- Profile created—tracks information and allows history record, changes to profile, addition or updating of payment methods, manage recurring and one-time payments, *etc.*

Access options:

1) Through our public BLC Vanco Online Donation page:

- 1) *From our BLC website Home page:* click on the Donate tab (far right) and then on the Donate Online icon link to bring up our secure Vanco Online donation page.
- 2) *Or Using the BLC QR code:* use a QR scanner app to scan the QR code located in the weekly bulletin announcements or here on this page to the right to bring up the BLC secure Vanco Online donation page.
- 3) Login to an existing Vanco profile, set-up a new profile, or proceed without a profile (no history will be tracked without a saved profile). Payment method can be either MS (credit/debit card) or ACH (checking/savings account). Frequency can be either single time or recurring. Accounts are listed by “tiles” with text boxes for additional information. Click on the tile you want and fill in the information. Your donation will be added to your “basket.”
- 4) After completing all the donations for this time, click on the “basket” icon located in the upper right corner to check out. Complete your payment information, and *Submit*. A transaction confirmation will be sent to your email.
- 5) The Online Donation page can be viewed using a computer, tablet, or smartphone.



2) Vanco Mobile Faith Engagement app for smartphones:

- 1) Users must first download the Vanco Mobile Faith Engagement app for either Apple or Android.
- 2) Users can login to an existing profile or set-up a new profile.
- 3) User chooses a church (enter code [AUTHZY](#) or Bethlehem Lutheran Church, Longmont—look for our logo!).
- 4) Payment method can be either MS or ACH; frequency can be either single time or recurring.
- 5) Accounts are listed (without tiles or long text) in simple format. Follow instructions and submit; a transaction confirmation will be sent to your email.

3) Submit printed form to BLC staff to set up account:

- 1) Download, or get the [BLC Vanco Enrollment form](#) from the BLC Office, and complete and sign the form.
- 2) Return the form with a voided check (if using a checking account) to the BLC office, marked Attention: Financial Secretary.
- 3) The Financial Secretary will set up an account for you per your instructions on the form.

If you need help or have questions or suggestions, contact Jenny, our financial secretary (financialsec@bethlehem-lutheran.net). Users will have access to the same credit card and bank account options with either mobile or web-based access.

Links:

[Vanco Mobile Faith Engagement app for Android](#)

[Vanco Mobile Faith Engagement app for iPhone](#)

[BLC Vanco Enrollment form](#)