

# Online Pledge Card Instructions

We encourage everyone to complete their **annual pledge form online** and **schedule automatic payments** from a checking account or debit/credit card. Automatic payments saves countless staff and volunteer time! For questions about online giving or these instructions, contact [finance@firstparishportland.org](mailto:finance@firstparishportland.org).  
**REMINDER: An online pledge form is needed every year if you wish to have automatic payments.**

1. Go to our website, [www.firstparishportland.org](http://www.firstparishportland.org). Click on “Give” in the upper right corner.



First Parish in Portland  
A Unitarian Universalist Congregation

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Sunday Service 10:00 AM

2. You will be directed to Vanco Payment Solutions, our secure online donation system →

First Parish Portland Unitarian Universalist

Online Contributions

Contributions

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

Donations

- Choose One Amount: 0.00

Contributions Options:

One Time:

Log In

Forgot your Email Address or Password?

Return to our Home Page

3. **If this is your first time using our online donation system, go to Step 4.**

**If you've used our system before**, log in with your email and password or click on “Forgot your Email Address or Password?” Once you login, choose “**Add Transaction**” and go to Step 4.

4. Scroll down near the bottom of the page to “**2020-2021 Pledge**”. Enter how much you want to pledge for the **church year** in the “Next Pledge Year” box.

Then choose if you want to pay **monthly** or **one time** under “Contribution options”.

If you choose **monthly**, select which day of the month you'd like to schedule your payment.

If you choose **one time**, specify the date you want to make your one-time payment.

## 2020-2021 Pledge

-Next Pledge Year 2020-2021:

### Contributions Options:

- Monthly:
- One Time:

### On this date:

- 1st of the month
- 2nd of the month
- 3rd of the month
- 4th of the month
- 5th of the month

5. Choose a payment option and click “continue”.

Choose “**Pledge Now, Pay Later**” if you only want to complete your pledge card. This option allow you to pay your pledge however you wish.

If you choose one of the **auto-debit options**, you can schedule your payments at the same time and be done for the church year!

### Payment Options:

- Auto-Debit from checking or savings account
- Auto-Debit from a debit or credit card
- Pledge Now, Pay Later

[Continue](#)

# Online Pledge Card Instructions

6. Enter your contact information.

### Pledge Information

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)  /

Phone Number:

Email Address:

7. If you selected an auto-debit payment option, enter your credit/debit or checking/savings account info.

If you chose **“Pledge Now, Pay Later”** this screen will not appear.

**NOTE:** First Parish is charged a 2.75% + \$0.45 processing fee for all **debit and credit card transactions**. Please consider paying by checking or savings account, or opt to help offset the fee.

Account Type  
 Credit/Debit Card    Checking    Savings

   

Card Number:

Expiration Date:  /

Name Of Cardholder:

**Optional:** - Give additional 2.75% to help offset the processing fee

Use Same Address As Above

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip:  /

8. If this is your first time using our online donation/pledge page, we strongly suggest selecting a password for the reasons mentioned here ---->

### Would you like to save your profile before continuing?

Saving your profile will:  
 - Take only a moment—all you have to do is select a password  
 - Enable you to change or stop a recurring pledge at any time  
 - Allow you to view and print your online pledge history

Select Password

9. Click “process” to submit your pledge card. You and the Finance Committee will get a confirmation email.

Process

10. If you need to change your pledge or payment information later, log in to the system. You will see a list of all your scheduled transactions.

### Online Contributions

[Return to our Home Page](#)

#### My Scheduled Transactions

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
02/25/18	Current Pledge Year 2017-2018	75.00	75.00	0061	Monthly	<a href="#">Delete</a>
07/28/18	Next Pledge Year 2018-2019	100.00	100.00	0061	Monthly	<a href="#">Delete</a>

From here, you can:

- *Delete* a transaction at any time
- *Edit* your payment information
- *Set up* a new scheduled transaction