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. REMINDER: An online pledge form is needed every year if you wish to have automatic payments.

1. Go to our website, www.firstparishportland.org. Click on “Give” in the upper right corner.

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

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.

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!
6. Enter your contact information.

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.

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

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

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.

   From here, you can:
   - Delete a transaction at any time
   - Edit your payment information
   - Set up a new scheduled transaction

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