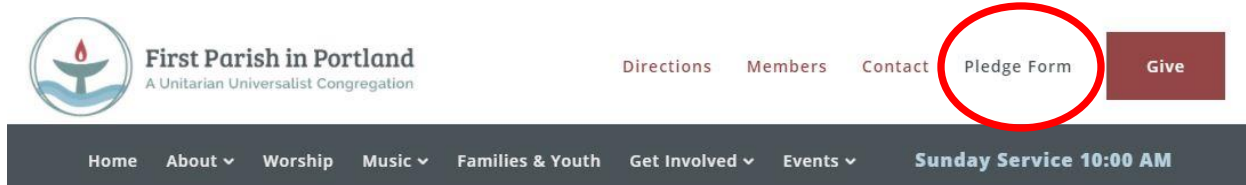


Online Pledge Instructions

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 a lot of staff and volunteer time! For questions about online pledging or giving, or these instructions, contact finance@firstparishportland.org.

1. Go to our website, www.firstparishportland.org. Click on “Pledge Form” in the upper right of the homepage.



2. Complete name and contact information fields.
3. Indicate your pledge option.

For the 2021-2022 church year, I/we would like to:

- Pledge to support First Parish with cash, check, or online donations
- Pledge to support First Parish with appreciated securities (stocks, mutual funds, or exchange-traded funds), a Donor Advised Funds, or a Qualified Charitable Distribution
- Cannot make a financial commitment to First Parish at this time.

4. If you indicate that you are making a pledge, you will see the Total Pledge and Opt-in sections to answer.

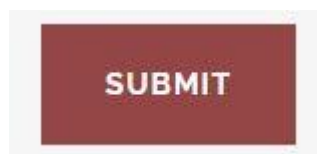
Total Pledge for 2021-2022 Church Year

[Blank input field]

Would you like to opt-in to make this a continuous pledge with no expiration date until you request a change?

- Yes
- No

5. Add any notes in the Notes box.
6. Hit the Submit button.



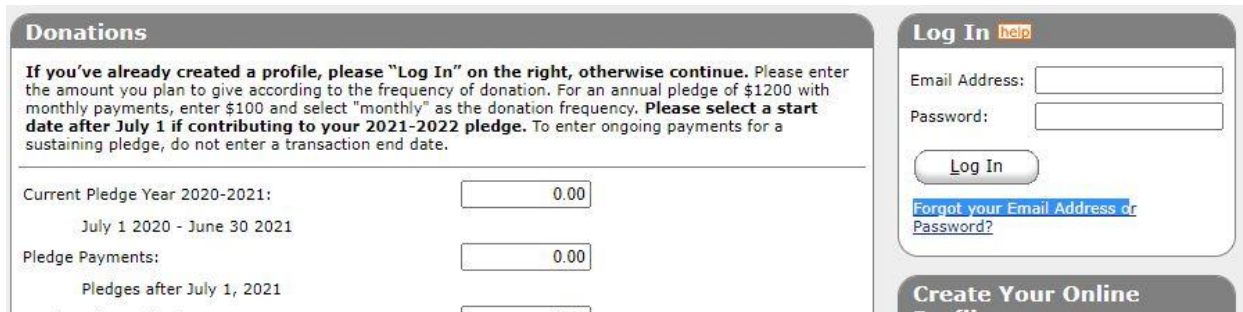
You then will have completed your Online Pledge – thank you!

Online Donation/Automatic Payment Instructions

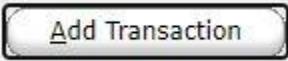
1. Go to our website, www.firstparishportland.org. Click on “Give” in the upper right corner of the homepage.



2. You will be directed to the 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, click on  and go to Step 4.

4. At the section “Pledge Payments: Pledges after July 1, 2021,” enter **how much** you want to contribute toward your pledge with each automatic payment according to the frequency schedule you will select below.

Pledge Payments:

Pledges after July 1, 2021

5. Select the date you want to start your automatic donation. If you choose **monthly or quarterly**, select the day of the month you'd like to schedule your payments.

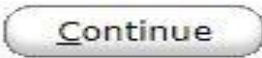
If you choose **one time**, specify the date you want to make your one-time payment.

Donation Start Date: mm/dd/yy 

Donation End Date: (optional) mm/dd/yy 

6. If you already have a profile, click on 

Then you will have completed the online donation/automatic payment process – thank you!

If this is your first time using our online donation, page, click on  and proceed to Step 7.

7. Enter your contact information.

Donation Information

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required) /

Phone Number:





Email Address:

8. Enter payment information.

NOTE: First Parish is charged a 2.75% + \$0.45 processing fee for **each debit and credit card transaction**. 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: /

9. We strongly suggest making a profile and 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 donation at any time
- Allow you to view and print your online donation history

Select Password

10. Click on



Then you will have completed the online donation/automatic payment process – thank you!

If you need to change your scheduled donation(s) later, log in to the system. You will see a list of all your scheduled transactions. From there you can: **Delete** a transaction; **Edit** your payment information; **Add Transaction** for new donations.

Online Donation [Return to our Home Page](#)

My Scheduled Transactions

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
04/05/21	Pledge Payments	35.00	35.00	X680	Monthly	Edit Delete
04/05/21	Accessibility Project	30.00	30.00	X680	Monthly	Edit Delete
07/01/21	Pledge Payments	100.00	100.00	X680	Monthly	Edit Delete

[Type here]

[Type here]

Revised 3/4/21