

# Online Donation/Automatic Payment Instructions

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



First Parish in Portland  
A Unitarian Universalist Congregation

Directions Members Contact Pledge Form

Give

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, skip 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.

Add Transaction

4. To set up pledge transactions for the church year beginning July 1, 2023, enter pledge information in the row labeled “Next Pledge Year 2023-2024: Prepaid Pledges” and use the pull-down menu to select Donation Frequency: **one-time, monthly, quarterly, or annual.**

If you plan to donate **monthly**, the amount in the Next Pledge Year row should equal the amount you want to give each **month**. If you want to make a **one-time** or **annual donation**, please enter your total annual pledge in the Next Pledge Year row. If you want to donate **quarterly**, please enter the amount you want to give **each quarter**.

5. Select the date you want to start your automatic donation. **Please select a start date after July 1, 2023, to make fiscal year tracking easier for the Finance Team!**

If you choose **monthly** or **quarterly**, select the day of the month you'd like to start making your payments. To make ongoing donations with no end date, leave the Donation End Date box blank.

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

**Donations**

If you've already created a profile, please "Log In" on the right, otherwise continue. Please enter the amount you plan to give according to the frequency of donation. For an annual pledge of \$1200 with 12 monthly payments of \$100, enter \$100 and select "monthly" as the donation frequency. To enter ongoing payments for a sustaining pledge, do not enter a transaction end date.

If setting up a Stewardship pledge transaction for the church year beginning July 1, 2023, please do not use a start date before July 1, 2023. This makes our bookkeeping much easier!

Pledge Payments:	0.00
Current pledge year: July 1 2022 - June 30 2023	
Next Pledge Year 2023-2024:	100.00
Prepaid pledges: July 1, 2023 - June 30, 2024	
Accessibility Project:	0.00
Church for Everybody	
Sunday Plate Collection:	0.00
Offertory	
Religious Exploration:	0.00
RE registrations	
Special Event:	0.00
Special fundraisers	
<b>Total:</b>	<b>\$100.00</b>

Donation Frequency: Monthly

**Consider Recurring Donations**

Recurring donations provide a steady stream of support. It is a great way to manage charitable giving without the worry of missing a payment— you set the frequency, select the payment method and your gift continues to give over time.

Donation Start Date: 07/15/23 mm/dd/yy

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

Continue

6. If you already have a profile and are logged in, 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:  /

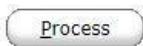
9. We strongly suggest making a profile and selecting a password, for the reasons mentioned here.

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



10. Click on



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