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.

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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.

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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.

6. If you already have a profile and are logged in, click on **SUBMIT**

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 **Continue** 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

VISA DISCOVER

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:
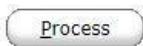
Billing City:

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 **Process**

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

Revised 2/22/22