


How to Give Online at www.saintfrancisbythelake.org

We're excited to share how to give online on our website! Don't worry about the number of pictures to follow... **it is really easy!** We just want to make sure you're prepared for what comes next.

When you click  on the Home tab, (or the Giving tab on the website) you should see this:

St Francis by the Lake Episcopal Church

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Online Donation

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

General Fund:	<input type="text" value="0.00"/>
Debt Retirement Fund:	<input type="text" value="0.00"/>
Capital Campaign:	<input type="text" value="0.00"/>
Total:	\$0.00

Donation Frequency: (About recurring donations)

Donation Start Date: mm/dd/yy

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

Log In help


Email Address:

Password:

[Forgot your Email Address or Password?](#)

Create Your Online Profile

[Privacy & Security](#)



You can choose enter payment information (that's on the left side); however, we recommend that you set up an **Online Profile** (see the arrow above) and follow the steps provided to **Create Profile**. If you establish your **Online Profile**, you'll be able to login in the future, as well as see your donation history.

The following steps outline how you **Create Profile**.

Click the **Create Profile** button and you'll be taken to a screen where you'll create a **User ID** (which is your email address) which you'll need.

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Create Profile

Enter a valid email address below.
This will be used as your User ID.

Email Address:

Confirm Email Address:

Privacy Notice

You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by St Francis by the Lake Episcopal Church to process your online transactions.

The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.

The password you select is also important in protecting your information; keep it secure and follow the best practices suggested [here](#). View Vanco's Privacy and Security Policy by clicking [here](#).

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After you've entered your email address and clicked **Continue**, you'll be prompted with the following screen, where you input your *contact information* and create a *password*.

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Online Donation

Profile

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)

Confirm Email Address: (required)

Enter Password: (required)

Re-Enter Password: (required)

Create Profile

Password requirements:

- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than " " or >

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Once you've done this, click the **Create Profile** button. Once this step is completed, you'll be able to enter your email and password on all future visits.

Next, you'll be taken to a **summary** tab where you can **Add Transaction** when you're ready to make a contribution; you'll also be able to see any *scheduled* transactions, and you can see your transaction history.

St Francis by the Lake Episcopal Church

Summary **Profile** Log Off

Your Name

Online Donation

Thank you for creating a profile. To add a Donation, click the Add Transaction button below. [Return to our Home Page](#)

Add Transaction **Edit Account**

My Scheduled Transactions

You do not have any transactions scheduled.

My Transaction History

Date Range: to

Fund: **Search**

No donations were found for this Date Range and Fund selection.

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The following steps outline how to Add Transaction

Click on the **Add Transaction** button and the following screen will appear.

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Summary Profile Log Off

Your Name

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

Donations

General Fund:

Debt Retirement Fund:

Capital Campaign:

Total: \$0.00

Donation Frequency: Choose One (About recurring donations)

Donation Start Date: 04/14/20 mm/dd/yy

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

Back Continue

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You can select from the following options:

- where you give: to the General Fund, the Debt Retirement Fund, the Capital Campaign, or any combination of them
- whether you want this to be a one-time contribution or a recurring contribution
- when you want the contribution to occur – today or at a future date

After you click **Continue**, you'll be able to select your **payment method** – i.e., whether you would like to use a credit/debit card, your checking account, or your savings account.

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Summary Profile Log Off

Your Name

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Donation Information

Account: Choose One

Credit/Debit Card
New Account - Credit/Debit Card

Checking
New Account - Checking

Savings
New Account - Savings

Note: Please read the terms and conditions carefully. Once you click the Process button your donation will be processed.

Cancel Process

Donation Summary

General Fund	10.00
Total One Time Donation:	\$10.00
Donation Frequency:	One Time
Donation Start Date:	04/14/20

Edit

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Once you've chosen your **payment method**, one of the following screens will appear for you to enter the payment details

Details for Credit/Debit Card selection

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Summary Profile Log Off

Your Name

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Donation Information

Account: New Account - Credit/Debit Card



Card Number:

Card Verification Value (CVV2): [What's This?](#)

Expiration Date: /

Name Of Cardholder:

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


Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip: /

I'm not a robot 

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Donation Summary

General Fund	10.00
Total One Time Donation:	\$10.00
Donation Frequency:	One Time
Donation Start Date:	04/14/20

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Details for Checking Account selection

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Summary Profile Log Off

Your Name

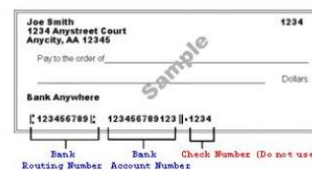
Online Donation [Return to our Home Page](#)


Donation Information

Account: New Account - Checking

Routing Number:

Account Number:



I'm not a robot 

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account.

Donation Summary

General Fund	10.00
Total One Time Donation:	\$10.00
Donation Frequency:	One Time
Donation Start Date:	04/16/20

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Summary Profile Log Off

Your Name

Online Donation

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Donation Information

Account:

Routing Number: *

Account Number:

* **Routing Number:** Contact your financial institution for Routing Number.

I'm not a robot 
reCAPTCHA
[Privacy](#) [Terms](#)

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account.

Donation Summary

General Fund	10.00
Total One Time Donation:	\$10.00
Donation Frequency:	One Time
Donation Start Date:	04/16/20

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When you have completed the payment details for the option you selected, click the **Process** button at the bottom of the page.

The following screen will appear to confirm your contribution. This also provides you with the opportunity to print the transaction for your records if you'd like. You will also receive an email confirmation of the contribution and you'll be able to see that information on your Summary tab.

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Summary Profile Log Off

Your Name

Online Donation

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Your confirmation number is 305305570

Thank you for your Donation to

ES804145
St Francis by the Lake Episcopal Church
P. O. Box 2031
Canyon Lake, TX 78133
830-964-3830
United States- US

Donation Summary

General Fund	\$XX.XX
help offset the processing fee	\$XX.XX
Your credit card will be charged on 04/16/20 for	\$XX.XX


Member Information

Member ID:	Your member ID #
First Name:	Your First Name
Last Name:	Your Last Name
Email Address:	Your email address

Card Information

Account Type:	Your payment selection
Account Number:	xxxxxxxxxx6008
Transaction Type:	Donation
Recurring Transaction:	No
Frequency:	One Time

Important-please retain this copy for your records.
04/14/20 05:07:39 PM 96.8.130.132

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