

How to Create a Vanco Account for Online Giving and Make a Donation

1. Click the link to go to CPC's Online Giving Page:
<https://cpcdowningtown.org/onlinegiving/>
2. You will see this page.



VIRTUAL CAMPUS WELCOME WHO WE WHAT WE CHURCH MEA
SUMMER 2020 ∨ VISITORS ∨ ARE ∨ OFFER ∨ INFO ∨ INF

[Return to our Home Page](#)



Donations

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

Core 2020

0.00

Deacons

0.00

Total: \$0.00

Donation Frequency ? Choose One ▾

Donation Start Date 08/31/20

Continue

Log In

Email address

Password

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

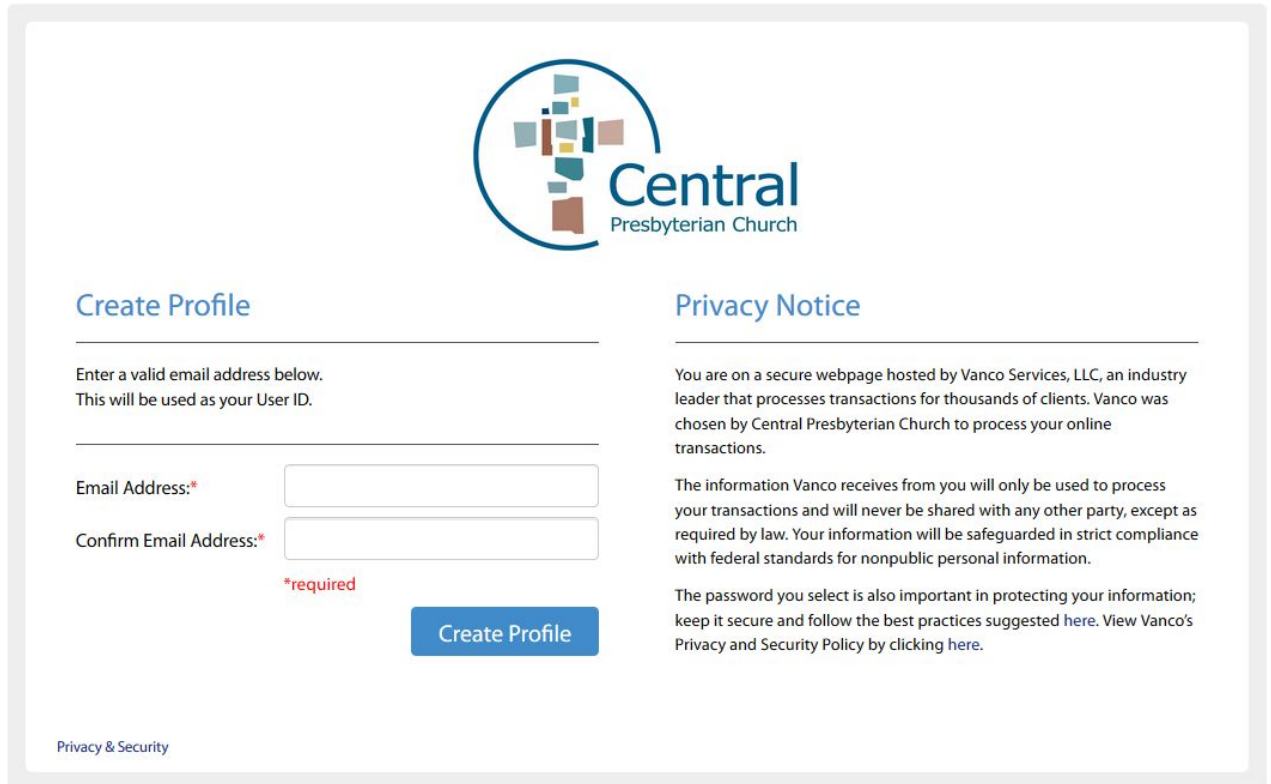
Log In

Create Profile

- To create a new account, click on “Create Profile” button:



- You will see this page.



Create Profile

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

Email Address:*

Confirm Email Address:*

*required

Create Profile

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 Central Presbyterian Church to process your online transactions.

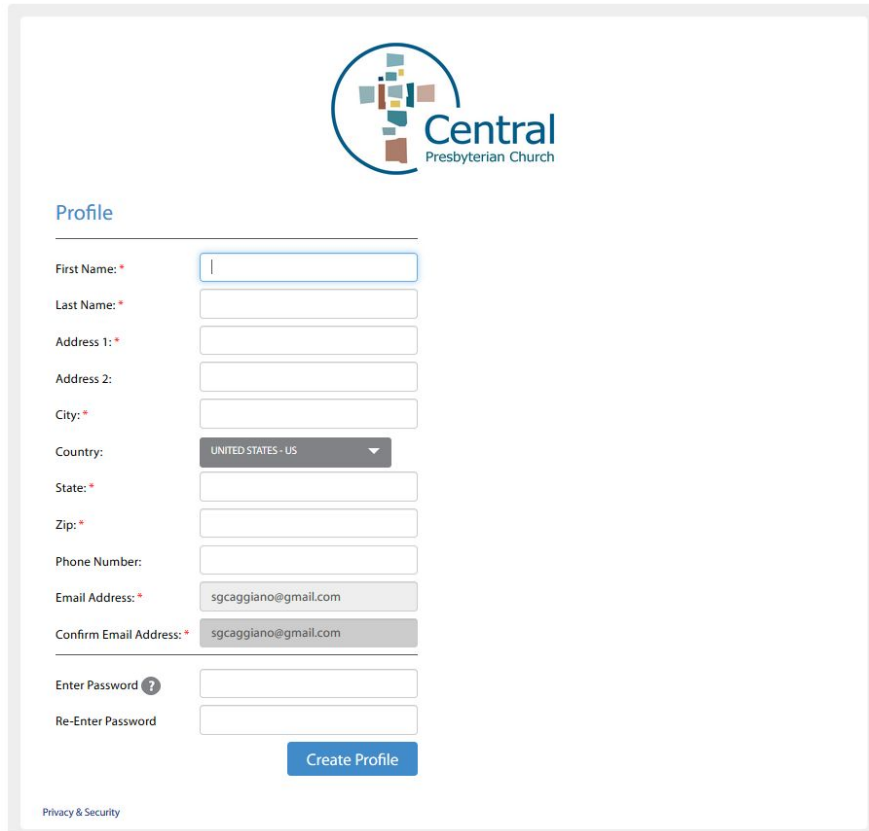
The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.

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.


[Privacy & Security](#)

- Enter a valid email address into both fields and click “Create Profile”. They must match exactly.

6. You will see this page.



The screenshot shows a web form for creating a profile. At the top right is the logo for Central Presbyterian Church, which consists of a circular arrangement of colored squares (blue, green, orange, red) next to the text "Central Presbyterian Church". Below the logo is the heading "Profile". The form contains several input fields: "First Name: *" with a text box containing the letter "I"; "Last Name: *" with an empty text box; "Address 1: *" with an empty text box; "Address 2:" with an empty text box; "City: *" with an empty text box; "Country:" with a dropdown menu showing "UNITED STATES - US"; "State: *" with an empty text box; "Zip: *" with an empty text box; "Phone Number:" with an empty text box; "Email Address: *" with a text box containing "sgcaggiano@gmail.com"; "Confirm Email Address: *" with a text box containing "sgcaggiano@gmail.com"; "Enter Password ?" with a text box and a question mark icon; and "Re-Enter Password" with an empty text box. At the bottom right of the form is a blue button labeled "Create Profile". At the bottom left of the form is a link for "Privacy & Security".

7. Fill in all the required fields. Note: The email address is already filled in and can not be changed. You can click on the  icon to see the password rules.

8. Click on the "Create Profile" button.



9. You will see this page.

The screenshot shows a user interface for the Central Presbyterian Church. At the top right, there are navigation tabs for "Summary", "Profile", and "Log Off". The main content area features the church's logo, which consists of a stylized cross made of colorful squares, followed by the text "Central Presbyterian Church".

On the left side, under the heading "Online Donation", there is a message: "Thank you for creating a profile. To add a Donation, click the Add Transaction button below." Below this message are two blue buttons: "Add Transaction" and "Edit Account".

On the right side, under the heading "My Scheduled Transactions", there is a grey box with the text: "You do not have any donations scheduled." Below this, under the heading "My Transaction History", there is a search form. The form includes a "Date Range:" field with two date pickers (07/24/20 and 08/26/20), a "Fund:" dropdown menu set to "All Funds", and a blue "Search" button. Below the search form, there is a message: "No donations were found for this Date Range and Fund selection." At the bottom left of the page, there is a link for "Privacy & Security".

10. To create a new Donation click on the "Add Transaction" button.



11. You will see this page.

Summary Profile Log Off

Central
Presbyterian Church

Donations

Core 2020

Deacons

Total:

Donation Frequency ? Choose One

Donation Start Date 08/24/20

Continue

Privacy & Security

12. You have two fund choices; Core 2020 or Deacons. You can also pick the frequency for

Choose One

Choose One

One Time

Weekly

Monthly

Quarterly

Annual

this transaction

and the date of the first donation.

Continue

13. Then click on the button "Continue"

15. You will see this page.

The screenshot shows a web interface for Central Presbyterian Church. At the top right, there are navigation links: Summary, Profile, and Log Off. The main content area is divided into two columns. The left column is titled "Donation Information" and contains a dropdown menu for "Account" with the text "Choose One" and a downward arrow. Below this is a "Notes:" section with a large empty text area. At the bottom of this column are two buttons: a blue "Process \$100.00" button and an orange "Cancel" button. The right column is titled "Donation Summary" and contains a table with the following data:

Core 2020	\$100.00
Total One Time Donation	\$100.00
Donation Frequency:	One Time
Donation Start Date:	08/24/20

Below the table is an orange "Edit" button. At the bottom left of the page, there is a link for "Privacy & Security".

16. This page allows you to pick a payment account:
It can be a savings account, checking account, or a credit card.

The screenshot shows a dropdown menu for selecting a payment account. The menu is open, showing the following options:

- Choose One
- Checking
 - New Account - Checking
- Savings
 - New Account - Savings
- Credit/Debit Card
 - New Account - Credit/Debit Card





17. If you pick Savings or Checking, you will see this form.

Routing Number:

Account Number:



18. If you pick "credit card", you will see this form.

			
Card Number:	<input type="text"/>		
CVV:	<input type="text"/>		
What's This?			
Expiration Date:	<input type="text" value="MM"/>	<input type="text" value="YY"/>	
Name Of Cardholder:	<input type="text"/>		
<input type="checkbox"/> Use Profile Address			
Billing Address 1:	<input type="text"/>		
Billing Address 2:	<input type="text"/>		
Billing City:	<input type="text"/>		
Billing Country :	<input type="text" value="UNITED STATES - US"/>		
Billing State / Zip:	<input type="text"/>	/	<input type="text"/>

19. When you have filled out the appropriate information. Click on the "Process" button.