

Online Giving



Getting started is easy! Just follow the step-by-step directions below:

STEP-BY-STEP DIRECTIONS

Before you begin, you will need to have your credit/debit card or your checking/savings account information handy.

1. When you are ready to start, click the "Donate Now" button either below, or on our home page, and a new window will open with the Advent Online-Giving page on Vanco's website.
2. If you would like to set up an on-going profile to track contributions, click the "CREATE PROFILE" button on the right hand side of the screen, or proceed directly to step 8 without setting up a profile.
3. Enter a valid email address (twice for confirmation) and click the "CONTINUE" button.
4. Provide the requested information about yourself and choose a secure password. Make sure to follow the password rules shown to the right.
5. Write down your password for future reference. You will need your email address/password to log in to make future changes.
6. Click the "CREATE PROFILE" button when you are done. (You will receive an email confirmation)
7. Now click the "ADD TRANSACTION" button.
8. Enter a dollar amount next to the type of contribution you wish to make (e.g. 'General Fund' or 'Capital Fund').
9. Scroll to the bottom of the page and choose a "Donation Frequency" from the drop-down box (one time, weekly or monthly).
10. Choose a "Start Date" for your recurring contribution by clicking on the calendar icon. NOTE: If you choose a weekend day or federal holiday, the amount will not be transferred until the following Business Day.
11. Click the "CONTINUE" button.
12. On the next page, choose your desired account type (Checking, Savings, Credit/Debit Card) from the check boxes.
13. Enter your account information as requested.
14. Review the information in the upper right hand corner for correctness.
15. Click the "PROCESS" button to schedule your contribution.
16. You will get a confirmation screen (which you should print for your records).
17. If you created a profile, you will also receive a confirmation email regarding the transaction you created. The email will contain web links for returning to the Vanco website and logging in to make any future changes you wish.
18. Your regular contribution will be noted on your bank statement as "Advent Lutheran Church".
19. The financial secretary MUST have a hard copy for the initial setup of the account, including either a voided check or the credit card information.
20. If the member changes the source of the donation (checking acct to credit card), another hard copy request is required.
21. For changes to the amount, a signed note is required, so that there is a hard copy signature on the request. A new form is not required for this.