

E - GIVING

Instructions for Setting Up Automated Payments
to Fulfill Your Stewardship Pledge

Stewardship calls on the faithful to cheerfully offer back to God a portion of the gifts with which they have been blessed.

In an effort to make the fulfillment of your Stewardship Pledge convenient and easy to manage, the Parish Council has selected Vanco Payment Solutions to process automatic payments by using the GivePlus Online donation website. Donation setup and maintenance is accessed directly from the Parish website.

Vanco directly integrates with the Parish Data System Church Office software used by our parish and ensures your payments will be accurately and automatically posted to your parishioner account.

Please refer to the back of this brochure for more information regarding Vanco GivePlus Online.

DORMITION OF THE THEOTOKOS
GREEK ORTHODOX CHURCH

12 Washington Avenue , Oakmont, PA 15139

(412) 828-4144

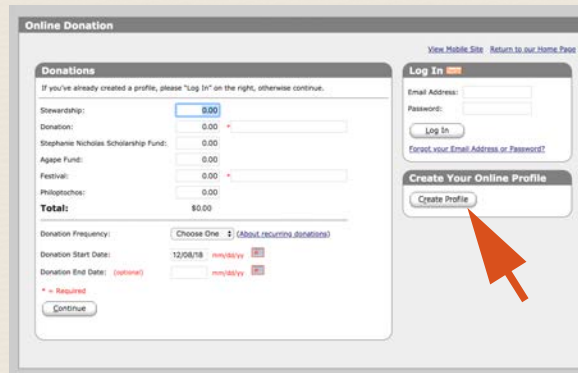
www.dormitionpgh.org



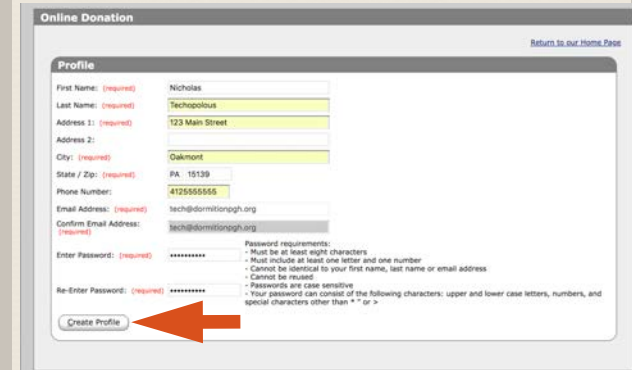
Begin by browsing to the Dormiton of the Theotokos Church's web page at www.dormitionpgh.org and select the Donations menu option.



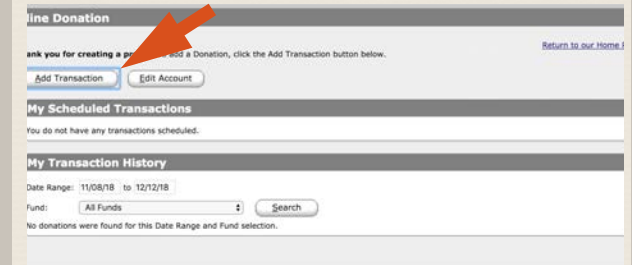
The Online Donation login web page will now be displayed. Select the **Create Profile** button to create your online profile.



Complete the required profile information and select the **Create Profile** button to continue.



Next select the **Add Transaction** button to setup the payment information.



The Donation page is where you select the amount and frequency of your automated payment. To ensure payments are recorded towards your Stewardship Pledge, confirm that your payment amount is filled in on the Stewardship line only.



When selecting the frequency of payments please consider that there are transactional fees that the church pays for this service, lower frequency, such as monthly, benefits the parish.

The screenshot shows the 'Online Donation' interface. On the left, there are input fields for 'Stewardship' (125.00), 'Donation' (0.00), 'Stephanie Nicholas Scholarship Fund' (0.00), 'Agape Fund' (0.00), 'Festival' (0.00), and 'Philoptochos' (0.00). A 'Total' of \$125.00 is displayed. Below these is a 'Donation Frequency' dropdown menu with options: 'Choose One', 'One Time', 'Weekly', 'Biweekly', 'Monthly' (selected), 'Semi-Monthly', 'Quarterly', and 'Annual'. A red arrow points to the 'Monthly' option. Another red arrow points to the 'Stewardship' field.

Choose a payment start date. Leave the end date blank to ensure payments continue on an ongoing basis. Note: Choosing an end date will require the addition of a new transaction following the selected date. Review all information for accuracy and select the **Continue** button.

This screenshot shows the 'Donation Start Date' set to 01/08/19 and the 'Donation End Date' blank. The 'Donation Frequency' is set to 'Monthly'. A red arrow points to the 'Continue' button at the bottom left.



Complete the reCAPTCHA security question by selecting **I am not a Robot** and following the instructions.

The screenshot shows the reCAPTCHA security question 'I'm not a robot' with a 'Process' button highlighted by a red arrow. A 'Donation Summary' box on the right shows 'Total Monthly Donation: \$125.00' and 'Donation Frequency: Monthly'.

Finalize your automated payment setup by selecting the payment account type and completing required information. Select the **Process** button to complete setup.

This screenshot shows the 'Account' dropdown menu with 'New Account - Credit/Debit Card' selected. A red arrow points to the 'Process' button at the bottom.

You can view, change or remove your payments at anytime by logging into your GivePlus Online account. The login page can be accessed from the parish website at www.dormitionpgh.org and selecting the Donation menu option.



GivePlus Online is a PCI (Payment Card Industry) complaint website that ensures the safeguard of your personal data by the use of encryption technology.

Please review GivePlus Online information at the following URLs:

- <https://www.giveplus.com/>
- <https://www.giveplus.com/security>
- <https://www.vancopayments.com/>

In the event you need assistance with your account or for questions regarding GivePlus Online, please do not contact the church. Please contact Vanco Support at 800-675-7430

GivePlus access is also available as a Smartphone app for Andriod or iPhone.

DORMITION OF THE THEOTOKOS
GREEK ORTHODOX CHURCH
12 Washington Avenue , Oakmont, PA 15139
(412) 828-4144
www.dormitionpgh.org

