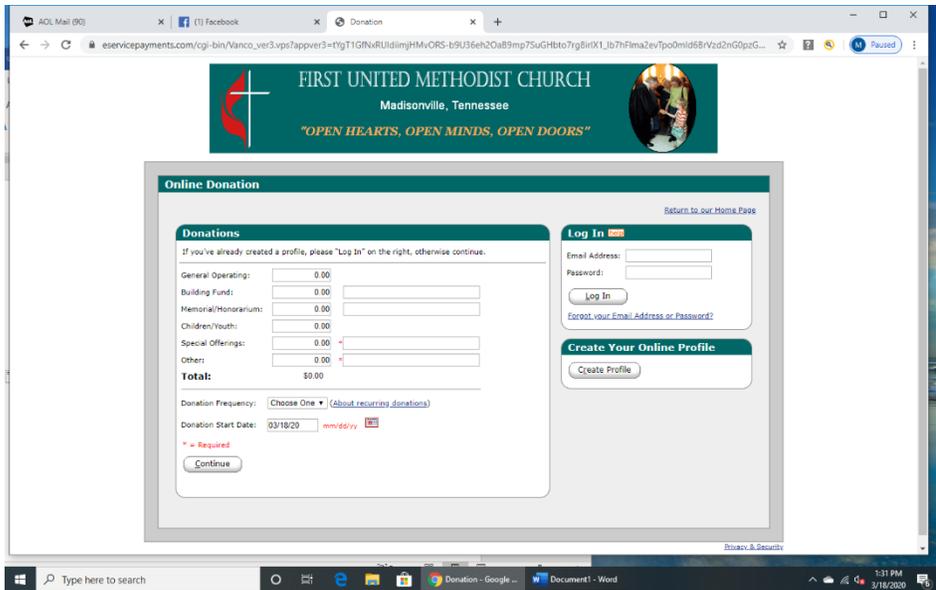


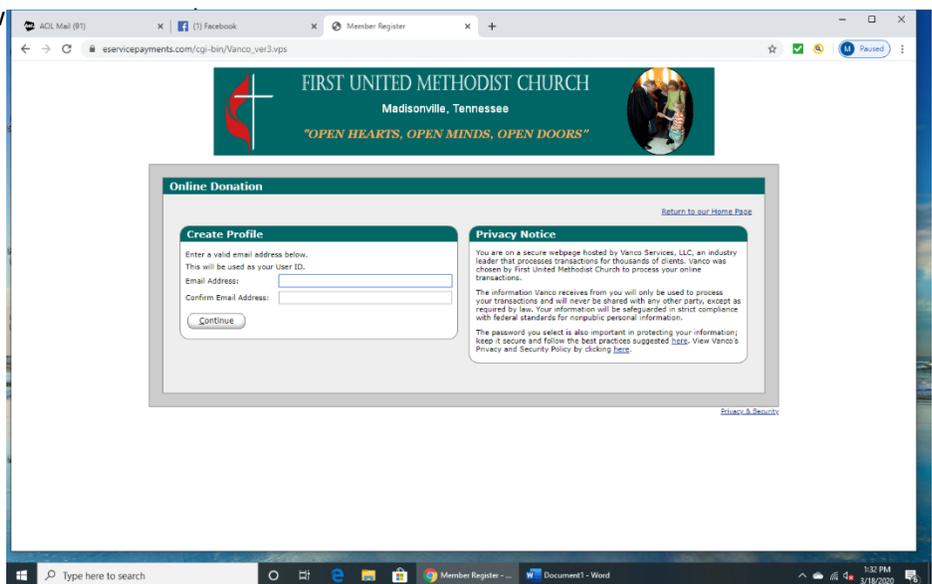
Thank you for considering the use of electronic giving on this website. Remember that you can choose to pause, cancel, or continue at each step until you submit your confirmation. If at any step, you need help, have questions, or want more information, please contact Reba Hall #423-519-6628. You can give her the number of the step you are on, or describe the problem.

1. Click the underlined scripture in the box with the title On-line Giving.
2. A different page shows a large box called Online Donation.



3. The first step in this process is to Create Your Online Profile. (This lets the program know that you have access to a computer and opens the door for your computer to communicate with the church program.)
Click the button Create Profile.

4. A new screen will show
5. Type in your email address in the boxes and click the Continue button.
(Notice that there is a blue text at the top of the Privacy Notice letting you stop the process and return to the Main Church page at any time during this process.



6. When you have typed in your email

address on each of the two lines, and hit Continue, a new screen will show.

ADL Mail (91) x Facebook x Member Profile x +
eservicepayments.com/cgi-bin/Vanco_ver3.vps
FIRST UNITED METHODIST CHURCH
Madisonville, Tennessee
"OPEN HEARTS, OPEN MINDS, OPEN DOORS"
Return to our Home Page
Online Donation
Profile
First Name: (required)
Last Name: (required)
Address 1: (required)
Address 2:
City: (required)
State / Zip: (required)
Phone Number:
Email Address: (required) mlierce@aol.com
Confirm Email Address: (required) mlierce@aol.com
Enter Password: (required)
Re-Enter Password: (required)
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 >
Create Profile
Privacy & Security

7. Your email address will show and you only need to fill in your profile information. Hint: Write down your password so you can keep it ready if you choose to change information or choices in On-line Giving at any time. There are specific rules for creating your password; another good reason to write it down first and check with the list of rules.
8. If the password you chose doesn't fit the rules or doesn't match when you type it the second time, a red bar will show up to let you know that you need to try again.
9. When you have successfully created the profile information and the password, a new screen will appear.

ADL Mail (91) x Facebook x Member Summary x +
eservicepayments.com/cgi-bin/Vanco_ver3.vps
FIRST UNITED METHODIST CHURCH
Madisonville, Tennessee
"OPEN HEARTS, OPEN MINDS, OPEN DOORS"
Summary Profile Log Off
Marlee Thence
Return to our Home Page
Thank you for creating a profile. To add a Donation, click the Add Transaction button below.
Add Transaction Edit Account
My Scheduled Transactions
You do not have any transactions scheduled.
My Transaction History
Date Range: 02/18/20 to 03/20/20
Fund: All Funds Search
No donations were found for this Date Range and Fund selection.
Privacy & Security

10. You will not have to do this Create a Profile ever again unless you want to change your information or password.

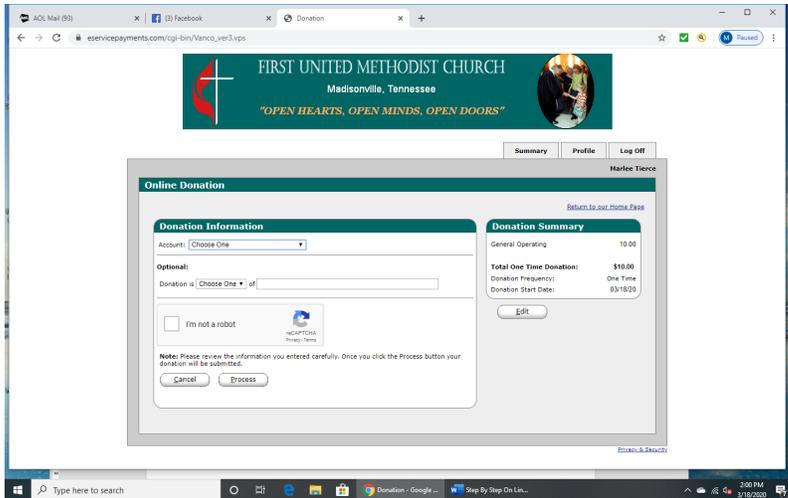
11. Notice that there are three tabs on the top of the Online Donation Box that is on the screen now. It is automatically on the Summary tab. But you can click on the Profile tab to change something or the Log Off tab to stop at any point.
12. The Summary page will tell you the history of all of the transactions you have completed at any time.
13. Click on the Add a Transaction button. A new screen will appear.

The screenshot shows a web browser window with the URL `eservicepayments.com/cgi-bin/Vanco_ver3.vps`. The page header for the church includes the text "FIRST UNITED METHODIST CHURCH", "Madisonville, Tennessee", and the slogan "OPEN HEARTS, OPEN MINDS, OPEN DOORS". At the top right of the donation box are three tabs: "Summary", "Profile", and "Log Off". The main content area is titled "Online Donation" and contains a "Donations" form. The form has the following fields:

- General Operating:
- Building Fund:
- Memorial/Honorarium:
- Children/Youth:
- Special Offerings:
- Other:
- Total: \$0.00

Below the form, there is a "Donation Frequency" dropdown menu set to "Choose One" and a "Donation Start Date" field set to "03/18/20". A red asterisk (*) indicates a required field. At the bottom of the form are "Back" and "Continue" buttons.

14. You can decide where you want the donation to go. You can divide your donation into as many of these groups as you wish or only the ones you wish, but everything must total correctly.
15. If you are giving to a specific area, you can type in a note such as "in memory of" or "in honor of", etc. A red asterisk (*) means that if you are donating to that specific line item, you must type the personal reason such as "In honor or memory of" so that appropriate notice can be recorded and sent to family members as with a check donation.
16. Under the Total line you will choose how often you want to donate this amount:
 - a. One time
 - b. Weekly
 - c. Monthly
17. Remember that you can change the amount or frequency at any time. You can choose when you wish for the donation to happen by using the calendar button. You can go back or click Continue.
18. A new screen will appear Donation Information. When you click the top "Account" button, you will choose
 - a. Credit/Debit card
 - b. Checking
 - c. Savings



19. This is going to let the program know where the donation is located. This is new information that you will enter only once unless it changes for you. Notice that you can choose to edit the amount on the right-hand side at any time.
20. When you make the choice of the account, a new screen will appear to get your banking or credit card information. Remember that this is to set up the communication and you don't ever have to do this step again unless something changes. Check this information carefully to see that numbers match, etc.
21. After entering the information, click on the I Am Not A Robot box. Remember that nothing will happen until you click the Process button. You can still cancel at any time. The box next to the I Am Not a Robot will show a green check mark when everything checks.
22. The program cannot do anything that you don't tell it specifically to do. You can change information, amount, frequency, etc. at any time.
23. Click the Process button and wait for the computer to process the information.
24. The final screen will appear giving you a receipt so that you can deduct the amount in your check register or print for your credit card records. There is a Print button at the bottom of the page. It gives you a confirmation number so that you have a record of the transaction.
25. Congratulations and Thank you!