

# Instructions for the new Our Lady of Fatima /Immaculate Conception E-Giving Page

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/home>. The page title is "Our Lady of Fatima Church". In the top right corner, there are links for "Sign Up", "Log In", and a "Basket" icon. Below the header, the word "Donation" is displayed in a large font, followed by a "Share" link. A search bar is located below the "Donation" header. The main content area features three donation cards:

- Stewardship**: The card has a background image of a forest with the word "Stewardship" in a cursive font and the tagline "Give Serve Attend Grow" below it. The title "Offeratory Collection" is at the bottom, and a blue "Donate" button is at the very bottom.
- Loaves & Fishes**: The card features a logo with a fish and loaves of bread, with the text "Loaves & Fishes" and "MINISTRY" below it. The title "Loaves and Fishes" is at the bottom, followed by the description "Loaves and Fishes-Collection taken in the Fall Annually but donate any time." and a blue "Donate" button.
- Christian Formation**: The card has a logo with a cross and the text "CHRISTIAN FORMATION". The title "Christian Formation Tuition Payment" is at the bottom, and a blue "Give" button is at the very bottom.

1. There are three ways to give:

- If you don't have an account and don't want an account, just click on the DONATE Button of the collection of your choice.
- If you want to have an account, so that you can monitor your recurring giving, Click SIGN UP.
- If you have signed up previously, Click LOG IN.

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/home>. The page title is "Our Lady of Fatima Church". In the top right corner, there are links for "Sign Up", "Log In", and "Basket". The "Log In" link is highlighted with an orange arrow. Below the navigation bar, there is a "Donation" section with a search bar. Three donation cards are displayed:

- Offertory Collection:** Features a background image of a forest with the word "Stewardship" in a script font and the words "Give Serve Attend Grow" below it. A blue "Donate" button is at the bottom.
- Loaves and Fishes Ministry:** Features a logo with a fish and loaves of bread. The text reads "Loaves & Fishes" and "MINISTRY". Below the logo, it says "Loaves and Fishes -Collection taken in the Fall Annually but donate any time." A blue "Donate" button is at the bottom.
- Christian Formation Tuition Payment:** Features a logo with a cross and the words "CHRISTIAN FORMATION". Below the logo, it says "Christian Formation Tuition Payment". A blue "Give" button is at the bottom.

# Donation

Search



## Offertory Collection

Donate

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A

Donate



## Christian Formation Tuition Payment

Give

✕

Email

Next

Don't have an account? [Sign up](#)

2. If you have forgotten your password, Click Forgot Password.

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/home>. The page title is "Our Lady of Fatima Church" and the navigation bar includes "Sign Up", "Log In", and "Basket". The main content area is titled "Donation" and features a search bar and three donation cards: "Stewardship" (with subtext "Give Serve Attend Grow"), "Offertory Collection", and "Christian Formation Tuition Payment". A modal window is open in the center, displaying a login form. The form includes a dropdown menu for the email address "amcginn667@gmail.com", a password input field with the placeholder "Enter your password" and a toggle icon, a "Forgot password?" link, a checked "Remember account" checkbox, a blue "Next" button, and a "Don't have an account? [Sign up](#)" link. An orange arrow points to the "Forgot password?" link.

3. Click the Submit button and you should shortly get a temporary password through your email.

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/home>. The page is titled "Our Lady of Fatima Church" and features a "Donation" section. A modal dialog box is open in the center, prompting the user to "Enter your email address to request a password reset." The email field contains "amcginn667@gmail.com". Below the field are two buttons: "Submit" (highlighted with an orange arrow) and "Back". The background shows three donation cards: "Stewardship" with a "Donate" button, "Offertory Collection" with a "Donate" button, and "Christian Formation Tuition Payment" with a "Give" button. The browser's address bar and navigation icons are visible at the top.

- Once signed in you are back to the Homepage. You now may choose the collection you wish to donate to. As an example, I have chosen the Offertory. Click DONATE

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/home>. The page title is "Our Lady of Fatima Church". The navigation bar includes "Home", "Profile", and "Basket". The main content area is titled "Donation" and features a search bar. Three donation cards are displayed:

- Offertory Collection:** Features a "Stewardship" graphic with the text "Give Serve Attend Grow". A purple "Donate" button is at the bottom, with an orange arrow pointing to it.
- Loaves and Fishes Ministry:** Features a logo with a fish and loaves. The text reads "Loaves and Fishes" and "MINISTRY". A purple "Donate" button is at the bottom.
- Christian Formation Tuition Payment:** Features a logo with a cross and the text "CHRISTIAN FORMATION". A purple "Give" button is at the bottom.

5. There are two choices for the Offertory Donation: A Recurring or One time.
- **Recurring gives two choices. You may choose once a month or twice a month.**
  - **Put the amount you choose to give.**
  - **Also, you must put in a Start Date.**
  - **When done Click Add to the Basket.**

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/campaign/C-14128>. The page is titled "Our Lady of Fatima Church" and features a navigation bar with "Home", "Profile", and "Basket" links. The main content area displays a "Stewardship" graphic with the text "Give Serve Attend Grow" and a link to "View other opportunities". To the right is the "Offertory Collection" form, which includes the following elements:

- An "Amount" input field with a red arrow pointing to it.
- Frequency options: "One time" and "Recurring" (highlighted with a red circle).
- Frequency sub-options: "Twice a month (1st & 15th)" and "Monthly".
- A "Start date" input field with a red arrow pointing to it and a "Field is required" error message below it.
- A blue "Add to Basket" button with an orange arrow pointing to it.
- A "Share Offertory Collection" section with the text "Spread the word to friends and family." and a "Share" button.

6. If you choose a One Time Donation, you are given two choices.

- Type the amount you wish to give.
- Select one time or one time at future Date.
- When you have made your choices, select Add to the Basket.

The screenshot displays the 'Offertory Collection' page on the MyVanco website. The page features a header for 'Our Lady of Fatima Church' and a navigation menu with 'Home', 'Profile', and 'Basket'. The main content area includes a promotional image for 'Stewardship' with the tagline 'Give Serve Attend Grow'. Below the image is a link to 'View other opportunities'. The 'Offertory Collection' form is the central focus, containing the following elements:

- An 'Amount' input field with an orange arrow pointing to it.
- A dropdown menu for frequency, circled in red, with options 'Once, now' and 'Once, on a future date'.
- A 'Start date' input field with a red border and the text 'Field is required' below it, with an orange arrow pointing to it.
- A prominent blue 'Add to Basket' button with an orange arrow pointing to it.
- A 'Share Offertory Collection' section with the text 'Spread the word to friends and family.' and a 'Share' button.



An Example: This is an example of the completed specifics of a donation.

- Click Add to the Basket.

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/campaign/C-14128>. The page is for 'Our Lady of Fatima Church' and displays a donation form for an 'Offerory Collection'. The form includes the following fields and options:

- Amount:** \$50.00
- Frequency:** Monthly (selected from a dropdown menu)
- Start date:** 11/01/2023
- Buttons:** 'One time' and 'Recurring' (selected), and a prominent blue 'Add to Basket' button.

Below the form is a 'Share Offerory Collection' section with the text 'Spread the word to friends and family.' and a 'Share' button. An orange arrow points to the 'Add to Basket' button.

## 7. Review the Basket:

- If you want to make another contribution, Click See All
- Follow the same procedure.
- If you are done, Click Continue to Payment

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/basket>. The page header identifies the user as 'Our Lady of Fatima Church' and includes navigation links for Home, Profile, and Basket (with a notification badge). The main content area features a section titled 'Explore More Ways to Give' with a 'See all' link. Below this is a card for 'Loaves & Fishes MINISTRY' with a 'Donate' button. To the right, a 'Basket' summary box shows an 'Offertory Collection' with a 'Remove' link, a 'Monthly Total' of \$50.00, and a 'Start date' of 11/01/2023. A prominent blue 'Continue to payment' button is visible, with a security notice below it stating 'Payments are processed securely'. Two orange arrows are overlaid on the image: one points to the 'See all' link, and the other points to the 'Continue to payment' button.

Our Lady of Fatima Church

Home Profile **Basket**

### Explore More Ways to Give

[See all](#)

**Loaves and Fishes**  
Loaves and Fishes-Collection taken in the Fall Annually but donate any time.

[Donate](#)

#### Basket

**Offertory Collection** [Remove](#)

Monthly Total \$50.00

Start date 11/01/2023

[Continue to payment](#)

Payments are processed securely

8. You may Choose Credit Card or do a Bank transaction.

- Complete Payment Method
- Click Continue to Review.

Our Lady of Fatima Church

Home Profile Basket

## Payment Method

Credit or Debit Card Bank Account

VISA

Card number

Exp. date ZIP code

Save this payment method for future use

### Basket

Offertory Collection Remove

Monthly Total \$50.00

Start date 11/01/2023

Continue to review

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## 9. Review .

- If Correct Click SUBMIT

Our Lady of Fatima Church

Home Profile Basket

<b>Offertory Collection</b>	<a href="#">Remove</a>
Monthly Total	\$50.00
Start date	11/01/2023

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**Payment method** [Change](#)

Checking account ending in [REDACTED]

**Submit**

Payments are processed securely

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10. What if you want to change the amount of donation, payment method or if your Credit card has expired and you want to add the new one?

- You need to sign in as before.
- Go to Profile

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/home>. The page title is "Our Lady of Fatima Church". The top navigation bar includes "Home", "Profile", and "Basket". An orange arrow points to the "Profile" link. Below the navigation bar is a "Donation" section with a search bar. There are three donation cards:

- Offertory Collection:** Features a "Stewardship" logo with the text "Give Serve Attend Grow" and a "Donate" button.
- Loaves and Fishes Ministry:** Features a logo with a fish and bread, and the text "Loaves and Fishes - Collection taken in the Fall Annually but donate any time." with a "Donate" button.
- Christian Formation Tuition Payment:** Features a logo with a cross and the text "CHRISTIAN FORMATION" and a "Give" button.

- Select Transactions
- Select Scheduled
- Click Cancel

The screenshot shows a web browser window with the URL <https://secure.myvanco.com/L-ZG71/profile/transactions>. The page is for 'Our Lady of Fatima Church' and features a navigation menu with 'Home', 'Profile', and 'Basket'. On the left, a sidebar contains 'Transactions', 'Payment methods', 'Profile Settings', and 'Log Out'. The main content area is titled 'Transactions' and has two tabs: 'Scheduled' (selected) and 'History'. Under the 'Scheduled' tab, there is a card for a recurring transaction: 'RECURRING Offertory Collection \$250.00 monthly'. Below this card, it states 'Next date: October 20, 2023' and 'Payment method: Bank account 5995'. A 'Cancel' button is located at the bottom right of the card. The footer contains contact information for Our Lady of Fatima Church and copyright information for Vanco.

Our Lady of Fatima Church

Home Profile Basket

Transactions

Scheduled History

RECURRING  
**Offertory Collection** \$250.00 monthly  
Next date: October 20, 2023  
Payment method: Bank account 5995

Cancel

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\*\*\* The only way you can change the amount of a recurring donation, add a card, or change method of payment is to :

- Cancel all recurring collections.
- Reenter them.
- Choose the same or new amount to be donated.
- Enter recurring frequency.
- Select a start date.
- Add a new method of payment.