Updating your recurring automated giving

If this is your first time or you don't have the Vanco app you will need to get the app and join an organization. If you have the app and are looking to update the giving, go to the <u>Donate</u> section.

Download and install Vanco Mobile Faith Engagement:

- 1. In your App or Play store, search for Vanco Mobile Faith Engagement .
- 2. Tap the app, Get, or Install.
- 3. Follow the screen prompts to complete the install.

Join an organization:

- 1. On the Welcome screen, tap Find your organization.
- 2. On the Search Organizations screen, enter your organization's name. Our name is Zion Lutheran Church-Stewartville, MN
- 3. In the search results, tap our organization's name. You will see our picture and address on the screen.
- 4. The first time you sign on you will be asked to Sign Up for an account.
 - a. If you were previously enrolled in Give+, you can log into Vanco Mobile with the same login credentials you set up in Give+
 - b. If you are new to the Vanco apps, the information required to sign up is: Your name Your email Create a password Then tap on create an account. An email will be sent to your email account with a confirmation code. Type the code in the boxes and tap on Confirm Email. That's it – you should be in the app!

View scheduled transactions

- 1. From any screen within Vanco Mobile, tap the bar menu
- 2. Tap Transactions.
- 3. Under the Scheduled tab, Vanco Mobile displays a listing of your scheduled transactions.

Cancel a scheduled transaction

- 1. From any screen within Vanco Mobile, tap the bar menu
- 2. Tap Transactions.
- 3. Under the Scheduled tab, locate the transaction and tap Cancel.
- 4. Confirm your action by tapping Yes, cancel.

Donate

Go back to the home screen on the app and tap on the Give button or on the Donate icon

- 1. Enter the dollar amount
- 2. Tap Give to and select the description from the dropdown box
- 3. Tap Frequency and select the desired option

- 4. If your donation is for a future date, or you are donating on a recurring basis, tap the Starting {date} field and select the applicable date.
- 5. Tap Enter payment method and select your Payment method. Or, if you have a stored payment method, tap Payment method, and make your selection.
- 6. Enter the payment information. NOTE: If you are making a scheduled or recurring payment, you must select Save this payment method.
- 7. Tap Use this card or Use this account.
- 8. If you wish to help cover processing fees attached to payment processing, toggle Cover processing fees on. (3% on Credit & Debit cards)
- 9. Tap Give
- 10. To complete the process, tap Submit.