

## Online Giving – Step by Step

User Action	Result	
1	Go to website: ffgcomchurch.org	Home page of website displays
2	Click “Donate Now” button at top right	“Donations” page displays
3	Click “Donate Now” button on the page	Vanco website opens for FFG Community Church
4	Click “Sign Up” at top right of page <i>(Skip to step 8 if you previously went through the sign-up process)</i>	A blank information page displays
5	Enter your name & email, create a password, then click “Create Account”	“Confirm Email” page displays
6	Check your personal email for an email from Vanco with a code. Enter that code onto the Confirm Email page and click the “Confirm Email” button	The Vanco home page for FFG Community Church displays
7	<b>Go to step 11</b>	
8	Click “Log In” at top right of page	“Select an Account” page displays
9	Click on your name	Password page displays
10	Enter your password, then click “Log In”	The Vanco home page for FFG Community Church displays
11	Scroll down the page to see all donation options. When you find the donation fund you wish to contribute to, click “Donate Now” on that fund	Donation Information page displays
12	Enter your donation amount, the frequency of your donation, and a start date; “Click Add to Basket”	Your Donation information displays in your ‘basket’
13	If you would like to donate to other funds in this same transaction, click “See All” at the top left, then return to step 11. If not, do not click “See All” and go to step 14.	The Vanco home page for FFG Community Church displays

14	When all desired donations have been entered, click "Continue to Payment"	"Payment Method" page displays
15	Click on "Credit/Debit Card" or "Bank Account"	Fields to be completed may change depending on your choice
16	Complete all required fields. If you would like to contribute to the processing fees, click the button to the left of that statement; then click "Continue to Review"	A page displays showing the details of your choices
17	If all looks good, click "Submit"	A notice displays indicating your donation has been created
18	Log Out by clicking "Return to Home"	The Vanco home page for FFG Community Church displays
19	Click "Profile" at the top right	The Profile page displays
20	Click "Log Out" at the lower right	