

ELECTRONIC GIVING GUIDE

Salem Lutheran Church

Thank you for considering online electronic giving for Salem's ministry. This is the easiest, safest and quickest way to get your offering to Salem. The host service that we use is Vanco.

BEFORE YOU START

Decide whether you want to give through your checking, savings, debit or credit card and have your information ready.

Checking: You will need to add the bank routing number and your account number located in the lower left corner on your printed checks.

Debit/Credit Card: You will need your account number located on your card, as well as your card expiration date and 3-digit security code (back of your card). Please also consider adding 2.75% of your total gift to offset the cost to Salem.

Savings: You will need your account number located on your statement, as well as your bank routing number (contact your bank for that number).

Decide whether you want to give weekly, bi-monthly or monthly.

SETTING UP YOUR ACCOUNT

In your eNews is a link titled "**DONATE**"
On the Salem website www.SalemLutheranGlendale.org is a link titled "**GIVE**"
OR click on this link when you are ready [FORM](#)
(All links bring up the same sign up form)

If you are setting up regular giving click "**Create Profile**" on the right.

New page - Enter your email address twice. Click on "**Continue**"

New page - Create your profile by adding your personal information. Be sure to fill in all the information asked.

Choose a password with the symbols required. You will enter it twice. Be sure to write it down for future reference.

Click on **“Create Profile”**

New page - Click on **“Add Transaction”**

Type in the amount under General Offering. You may also add a regular giving amount for the Building Fund which helps to offset our loan obligation. Other payment options include payment for altar flowers, to designate a misc. gift for a special purpose (be sure to type in the purpose) or pay for VBS registration for your child.

Choose your Donation Frequency (weekly, bi-monthly or monthly).

Choose your donation start date by typing it in as the example shows or click on the mini calendar to the right and click on the desired date.

Click on **“Continue”**

New page - Add your desired payment method for your gift. This is where you will choose your method of payment...checking, savings or debit/credit card.

Follow the directions for the information required.

Be sure to check the **“I’m not a robot”** box.

Click on **“Process”**

LAST PROCEDURE

New page - A screen will now come up that shows a summary of what you have set up.

Congratulations! You have completed your electronic giving set up.

When you want to sign back in to your Vanco account for any editing, you may simply log in through the eNews or Salem website by clicking on the same links. **Log In is on the top right of the form.** You will need to enter your email address and created password to enter back in to Vanco for future giving changes or to see your giving history.

IMPORTANT NOTE: If you want to give a one-time special gift or if you want to use the online feature for payments (altar flowers, VBS, etc.), you will log in and complete a **“ONE TIME”** transaction separate from your regular giving. Complete the form on the opening page and follow the same prompts.

Alternatives, we are here to help!

If you are not comfortable setting up your account, you may also fill out a paper form available in the office. You may come to the office and fill out your form. Be sure to bring all your account information and Laurie is available to help you. **Or you may call Laurie 818-243-3193 and she can mail the form to you.** Laurie can also help you fill out your form online. Please call her for an in-office appointment.

If you prefer to use your smartphone, you can download the **GIVE+ app** available through the App Store or Google Play. Once you have the app, search for Salem Lutheran Church, Glendale CA and follow the prompts. You will need a Vanco account. If you already have an account, simply log in with it. You do not need 2 separate accounts.