

## Instructions to setup Simply Giving

To setup Simply Giving, go to the following URL - <http://tlcnorman.org/meetings/stewardship/>.

From the Board of Stewardship – Simply Giving page, locate the Simply Giving Online section on the right-hand side of the web page. Click the “located here...” link.

### “SIMPLY GIVING” ONLINE

Click the link below for some basic information for the “Simply Giving” service program. This service enables you to set up your scheduled giving to be automatically deducted from your checking or savings account each month (or twice a month if you prefer).

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Read more about this easy-to-setup program [located here](#).

The screenshot shows the 'Online Donation' page. On the left, there is a 'Donations' section with four numbered instructions: 1. Already created a profile?—“Log In” as Returning Member; 2. To make recurring donations—Click “Create Profile”; 3. To make a one-time donation and also have the ability to track your donation history—Click “Create Profile”; 4. To make a one-time donation without tracking your donation history—Complete form below. Below these instructions is a form with three rows: 'General/Operating:' with a value of 0.00, 'Mortgage Assistance:' with a value of 0.00, and 'Other (please specify):' with a value of 0.00 and an empty text box. A 'Total:' field shows \$0.00. A 'Continue' button is at the bottom. On the right, there is a 'Log In' section with 'Email Address:' and 'Password:' input fields, a 'Log In' button, and a link for 'Forgot your Email Address or Password?'. Below that is a 'Create Your Online Profile' section with a 'Create Profile' button, which is highlighted with a red border.

From the Online Donation page, create your online profile by clicking the Create Profile button. Once you have created your profile, you will use the Log In section to access your account.

**Online Donation** [Return to our Home Page](#)

**Create Profile**

Enter a valid email address below.  
This will be used as your User ID.

Email Address:

Confirm Email Address:

[Continue](#)

**Privacy Notice**

You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by Trinity Lutheran Church to process your online transactions.

The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.

The password you select is also important in protecting your information; keep it secure and follow the best practices suggested [here](#). View Vanco's Privacy and Security Policy by clicking [here](#).

Privacy & Security

Add and confirm your email address and click the Continue button to proceed

**Online Donation** [Return to our Home Page](#)

**Profile**

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)

Confirm Email Address: (required)

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 >

Re-Enter Password: (required)

[Create Profile](#)

Privacy & Security

Complete all of the required fields and click the Create Profile button.

Summary Profile Log Off

Stephen Favors

### Online Donation

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**Add Transaction** Edit Account

#### My Scheduled Transactions

You do not have any transactions scheduled.

#### My Transaction History

Date Range: 02/19/20 to 03/24/20

Fund: All Funds Search

No donations were found for this Date Range and Fund selection.

Privacy & Security

To continue, click the Add Transaction button

Summary Profile Log Off

Stephen Favors

### Online Donation

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#### Donations

General/Operating: 200.00

Mortgage Assistance: 0.00

Other (please specify): 0.00

Please indicate

**Total:** \$200.00

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Donation Frequency: One Time (About recurring donations)

Donation Start Date: 03/22/20 mm/dd/yy

**Back** **Continue**

Privacy & Security

From the Donations page, enter the amount of the donation under the appropriate category. Enter the frequency of the donation by selecting from the drop-down box. You will be able to select One Time, Weekly or Monthly frequency. Select the date the donation is to start and click the Continue button.

## Online Donation

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## Donation Information

Account: Routing Number: Account Number: 

Joe Smith  
1234 Anystreet Court  
Anycity, AA 12345 1234

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere

123456789 123456789123 1234

Bank Routing Number Bank Account Number Check Number (Do not use)

 I'm not a robot

**Note:** Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account.

## Donation Summary

General/Operating 200.00

**Total One Time Donation:** \$200.00

Donation Frequency: One Time

Donation Start Date: 03/23/20

Enter the Account from the drop-down box, followed by the Routing Number and Account Number for the selected account type. Click the check box "I'm not a robot" and click Process to complete the donation process.

Summary | Profile | Log Off

**Stephen Favors**

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**Online Donation**

**Your confirmation number is 300510033** [Return to our Home Page](#)

**Thank you for your Donation to**

504755304  
 Trinity Lutheran Church  
 603 Classen Blvd  
 Norman, OK 73071-5048  
 www.tlcnorman.org  
 405-321-3443  
 United States- US

**Donation Summary**

General/Operating	200.00
<b>Your checking account will be debited on 03/23/20 for</b>	
	<b>\$200.00</b>

**Member Information**

Member ID: 32976247  
 First Name: STEPHEN  
 Last Name: FAVORS  
 Email Address: sefavors@gmail.com

**Banking Information**

Account Type:	Checking Account
Account Number:	xxxx828
Recurring Transaction:	No
Frequency:	One Time

Important-please retain this copy for your records.  
 03/19/20 03:17:18 PM 76.229.91.55

[Print Page](#)  
[Return to our Home Page](#)

[Privacy & Security](#)

Once processed, a summary page will be displayed indicating to whom the donation was made, the donation summary, member information and banking information. You have now completed creating your profile and setting up your donation.