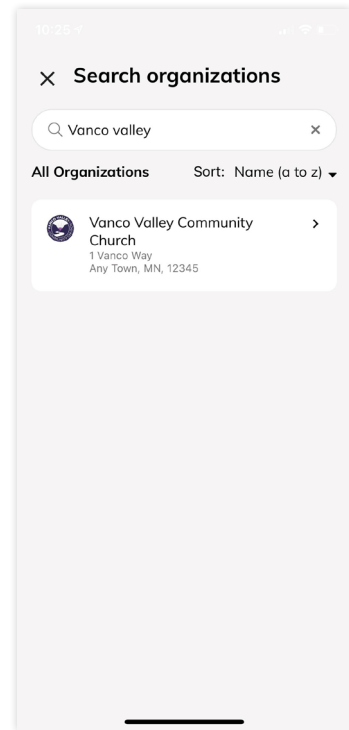


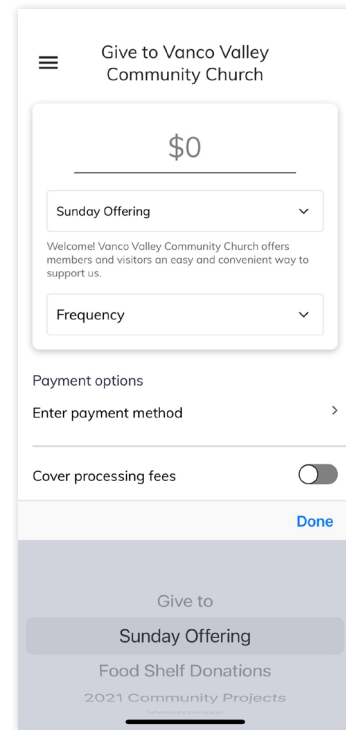
HOW TO GIVE USING VANCO MOBILE

Support our ministries from anywhere. Go to the App Store or Google Play to download the Vanco Mobile app for free.



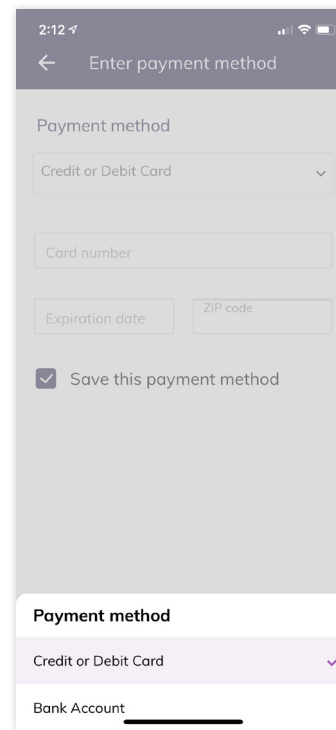
1. Search for Our Church

Enter our church's name or use the invite code and click **Search**. Then, select our church.



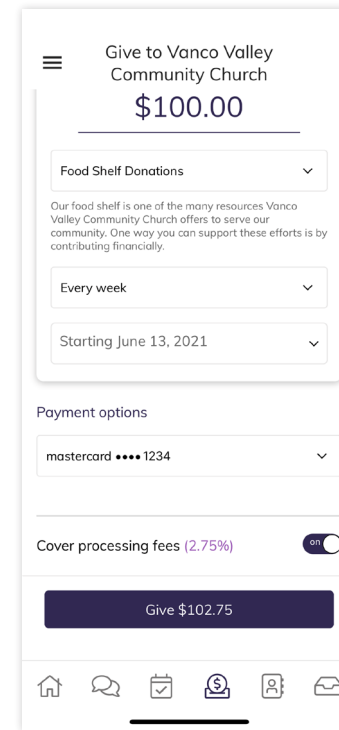
2. Select Your Fund and Amount

Select your fund and donation frequency, then select your payment method.



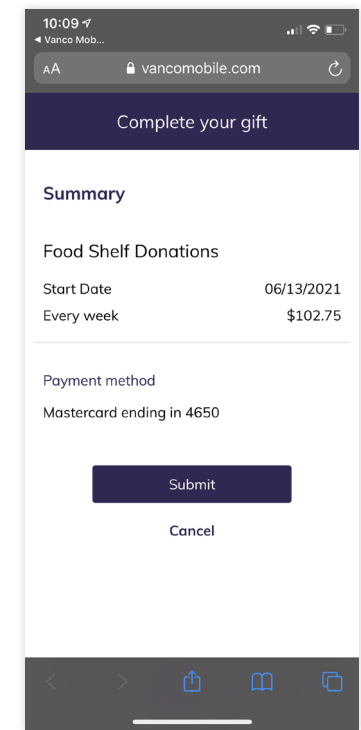
3. Enter Payment Method

Select a payment method and enter your credit card, debit card or bank account information. You can save this payment method for future donations.



4. Choose to Cover Processing Fees

You can choose to cover the donation processing fees by adding a small amount on top of your gift. Click the button to opt in.



5. Complete Your Donation

Review and complete your gift by clicking **Submit**.


VANCO
FAITH

Getting started

Vanco Mobile will send you a text message or an email inviting you to join an organization on behalf of someone in your organization. The invite includes a link to launch and install Vanco Mobile from the Apple App Store or the Google Play Store, depending on the type of phone you have. Getting started is just a matter of tapping the invite link and following the screen prompts, you'll be up and running in no time.

Download and install the application

NOTE: If you received a text or email invite, you don't have to search for Vanco Mobile in your App or Play store (step 1). The invite contains a link taking you right to the Vanco Mobile app.

1. In your App or Play store, search for Vanco Mobile Faith Engagement .
2. Tap the Vanco Mobile app or tap **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.
3. In the search results, tap your organization's name.
4. You have two options to join:
 - a. If you have an invite code, tap **Enter Church Invite Code**, enter the code, and then tap **Join Organization**. On the **Login** screen, tap **Sign Up**, fill in your credentials (see Note below) and then tap **Sign Up** again. You are taken to the Groups & Chat screen of your organization.
 - b. If you do not have an invite code, tap **Request to join**. On the **Login** screen, tap **Sign Up**, fill in your credentials (see Note below) and then tap **Sign Up**. This sends a message to your administrator. When the administrator accepts your request, you are sent an email and upon opening the app, you are taken to the Groups & Chat screen of your organization.

NOTE: If you have a Service Center, MyVanco, or Vanco Online account, use those credentials to log in to Vanco Mobile. Instead of tapping **Sign up**, tap **Log in** and enter your email and password.

App Navigation

To move between areas in Vanco Mobile, tap the applicable icon at the bottom of the screen. To move within areas, for example, if you are a few taps into **Groups & chat**, use the back arrow to return to the previous screen.




Icon	Function
	Groups & chat – view and manage your groups and chat messages.
	Calendar – view and manage your events.
	Donate –If your organization is part of MyVanco and has donation functionality configured, you can donate within the mobile app.
	Directory – view a listing of organization members. Send a chat message to one of the members.
	Inbox – displays invites to groups and broadcast messages from your administrator.


Manage your profile

1. From any screen within Vanco Mobile, tap the bar menu
2. Tap **Profile**.
3. (Optional) Add a picture or avatar of yourself.
 - a. Tap **Change profile photo** and choose the source where your picture resides.
 - b. Tap the picture. You can move the picture within the frame and use the slider at the bottom to zoom in or out.
 - c. When satisfied with the picture, tap the checkmark at the top right.
4. To update your name, address, or phone information, tap **Update profile**, make your edits, and tap **Save profile**.
5. To update how you are displayed in the directory, toggle each option accordingly:
 - a. **Hide me from directory**: If you don't want your name to show up in the directory, toggle this option on.
 - b. **Make phone number public**: If you want your phone number to display in the directory, toggle this option on.
 - c. **Make email public**: If you want your email address to display in the directory, toggle this option on.
6. When finished, tap **Done**.

Sign out


1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Sign out**.

Leave an organization

1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Organizations**.
3. Swipe left across the organization you are leaving.
4. Tap **Leave organization**.
5. Confirm your selection by tapping **Yes, leave**.


Switch between organizations

You can belong to more than one organization, but you can be logged into **only** one at a time. When you switch to your other organization, Vanco Mobile logs you out of your current organization and you are required to log in to the other organization.

1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Organizations** and tap the organization from your list.
3. On the **Login** screen, enter your credentials, and then tap **Log in**.

Donate


Donate functionality is configured in the MyVanco application. If your organization is not a MyVanco customer, this feature may not be available for you. Contact your administrator if you have questions.

1. Tap **Donate** .
1. Enter the dollar amount.
2. Tap **Give to** and select the fund.
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. This option is only visible if your organization has enabled the feature.
9. Tap **Give** <\$dollar amount>.
10. To complete the process, tap **Submit**.

View scheduled transactions


1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Transactions**.

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**.

View transaction history


1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Transactions**.
3. Tap the **History** tab.

Save a payment method

If you are creating a scheduled or recurring transaction, Vanco Mobile requires that you save a payment method. This is done as you are creating the transaction.


1. Tap Donate .
2. Enter the dollar amount.
3. Tap **Give to** and select the fund.
4. Tap **Frequency** and select the desired option.
5. Tap **Enter payment method** and select your **Payment method**.
6. Enter the payment information.
7. Select **Save this payment method**.
8. Tap **Use this card** or **Use this account**.
9. Complete your transaction.

View payment methods

1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Payment methods**.

Delete a payment method

You can delete a payment method if there are no scheduled or recurring transactions using that payment method.

1. From any screen within Vanco Mobile, tap the menu .
2. Tap **Payment methods**.
3. Tap the **x** next to the applicable payment method.
4. Confirm your action by tapping **Remove**.