

The Automated Donation Process
(While the process will work on mobile devices, you may find easier on your computer.)

We have provided below a secured link to the company for you to be able to set up your account.

Begin by clicking on the red **DONATE** link situated below this letter. This will bring you to the Vanco System secured entry form.

You will then:

1. Set up a profile using your Email account and a private password.

You will then log in to the donation screen and click on '**Add Transaction**'

2. Decide on your donation preferences:

a. **Recurring or regular donation:** (The first item)

Enter amount and the frequency i.e.: \$20.00 weekly (a total of \$80.00 a month)

Do not touch the date area for this initial request. The donation frequency is usually weekly or monthly.

b. **Non-recurring or the diocesan special collections:**

They are usually requested annually by the diocese. They are presented by month. Please note that the September offerings should only be completed if you have not given personally this month during the change over period.

Enter the amount and frequency (one time or annual)

Note that specific dates have been set up for the processing of these donations.

This date is to be entered by you in the start date field. Leave the end date blank.

May
Donation will be deducted on May 28, 2018

-Catholic Elementary Schools:	25.00
-Communications:	25.00

Frequency: Annual

Donation Start Date: 05/28/18 mm/dd/yy

Donation End Date: (optional) mm/dd/yy

3. Click continue to go to page 2

Complete your personal information

Select bank account type and fill out all related information.

Click **Process**.

The actual contribution process has begun and will be debited 2 business days from your charge date. You don't have to complete everything in the first visit. This is your account to administer at any time

You will be able to print out or save a receipt for review and recordkeeping.

If you have any questions or require assistance please give us a call at 432-0045.

Thank you,

Fr. Donald

Click-> [**DONATE**](#)