## Instructions for our New Donation Page

Introducing our new and improved donation page for CCPC! We revamped our website to make it easier than ever to pay your pledge and donate to the causes that are important to you. Here's how it works:

Visit <u>https://secure.myvanco.com/YNH1/home.</u> Once on that page, go to the top right corner and select "Log In" to access your profile.



Type in your email and press Log In. If you already have an account with our old donation page, simply use your existing login information. If you cannot remember your email to your donation account, contact our Business Manager at <a href="mailto:businessmanager@chevychasepc.org">businessmanager@chevychasepc.org</a>. If you do not have an account, type your email and press Sign Up.

×	
Email	
Log In	Sign Up

Next, type in your password and press Log In. If you do not remember your password, select Forgot Password. If you are still having trouble logging in, contact our Business Manager at businessmanager@chevychasepc.org.



Once you are logged in, you will be sent back to the donation homepage. To donate, simply scroll to find the fund you wish to donate to, then press Contribute. To pay your pledge, select the first option "Pay my pledge" and press Contribute.



Once you have found the fund you wish to donate to, fill in the amount, frequency, and start date. You may also include a memo with any special instructions or information. Once finished, press "Add to Basket."

Amount		
Frequency	•	
Start Date		
Memo (optional)		
	0 / 50	
Add to Basket		

Once you have finished adding your contribution to your basket, you will be given the option to donate to more funds. If you wish to donate to another fund, press "See all" on the top left corner of your screen.

## Explore More Ways to Give

If you are finished donating and would like to proceed to payment, press "continue to payment" on the top right corner of your screen.

Payments are processed securely	Continue to powerout	
Payments are processed securely	Continue to payment	
	Payments are processed securely	

Review your basket and ensure that all amounts are correct. You can also cover the cost of processing fees by pressing the button to contribute extra to your donation. Then, press "Contribute To Review" when finished.

🔄 Basket	1
Sanctuary Flowers	Remove
One-Time Total	\$3.00
Contribute 2.75% extra t the processing fees	to help cover
Continue To rev	riew

Select your payment option of credit or debit card, or bank account. If you already have a donation account, this information will be saved. Otherwise, input your payment information. If you wish to save your payment information for future donations, press "Save this payment method for future use". Once finished, press "continue to review" on the right side of your screen.

Payment Method		
Credit or Debit Card Bank Account		
Account number		
Routing number		
Account type		
Checking account	•	

Lastly, you will review your donations. if everything is correct, press Submit to send your donation.

Sanctuary Flowers One-Time Total + 2.75%	Remove \$3.08
<b>Payment method</b> VISA Credit card ending in 3669	Change
Submit	
Payments are processed securely	

You should then see a thank you screen! All payment information will be sent to your personal email.

manks	for your support, Olivia!
ou will rece	eive details at communications@chevychasepc.org

To return to the church homepage, press "Chevy Chase Presbyterian Church" at the bottom left side of your screen.

Chevy Cho	ase Presb	yterian Church	businessmanager@chevychasepc.org
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Still have questions? Email <a href="mailto:communications@chevychasepc.org">chevychasepc.org</a>.

For video instructions, click here: <u>https://youtu.be/qu2GOqz13Y8</u>