

On-Line Donation Giving Instructions

At the “**Giving to RCLPC**” webpage, you can donate on-line, pledge on-line, or take the time & talents survey and submit it on-line. On-line donations for RCLPC are processed through the “[Presbyterian’s Foundation Online Giving Program in partnership with Vanco Payment Solutions.](#)”

To donate on-line, click on the “**Online Giving Opportunity**” link. (If you have already created a profile and are a current on-line giver, you will just log-in with your email address and password that you have previously set up. You can then edit your profile, or change up your donation amount, frequency, or start date.)

Click on the “**Create Profile**” link. Enter your email address, then re-enter your email address to confirm the email you would like to use for your profile account. Click on “**Create Profile**” link.

You will receive an email from cs@vancopayments.com confirming your email address is valid and you can link directly from the email or continue on from the webpage you are currently on.

Next, you will be taken to the Profile page where you will be asked for your contact information and you will create your password there. Once you finish entering your information, click on the “**Create Profile**” link at the bottom of the page.

The next page you will see is where you can add your donation. Click on the “**Add Transaction**” link. After you click on the “Add Transaction” link, you can put in the amount you want, the frequency of the donation (whether it is a one-time donation, or recurring), and the start date. Then click on “**Continue**”.

The next page will confirm the amount, frequency, and start date you entered. At the top left of this page, you will need to choose where the funds will come from. Under the “**Account**”, click on the **drop-down arrow** and choose whether the donation is coming from your “checking” or your “savings” account direct deposit from your bank, or click on “credit/debit”.

Choose where the funds will come from, then click on the blue “**Process**” button. From there you will need to fill in the information based on what method of payment you have chosen... whether it is direct deposit from your bank or payment by credit/debit card. Down in the “**Notes**” section is where you can place your **RCLPC contribution number**.

Once you have clicked the Process button, you will receive a “Thank you...” confirming your donation. Once confirmed, click on the “**Log OFF**” tab at the top right corner of the window.

You will then get another email confirming your donation that gives you information about how your donation will be processed through the “[Presbyterian’s Foundation Online Giving Program in partnership with Vanco Payment Solutions.](#)” RCLPC receives a one-time monthly deposit direct from the foundation for all on-line donations received during the month. We will enter your on-line donation information on your giving statement from RCLPC.

You may edit your profile account set up through the Presbyterian Foundation and view your giving history of on-line donations at any time. If you are using the recurring giving frequency, you will need to set this up one time at the beginning of each new year, as the frequency does not roll over to the following year.