

CREATING A VANCO ACCOUNT

Step 1: Start by visiting www.shrmn.org and clicking on the “Donate” Button in the right hand corner of main page. You will then view this page.

The screenshot shows the 'Online Donation' page with the following elements:

- Header:** Church of the Sacred Heart Online Donation Center
- Navigation:** View Mobile Site, Return to our Home Page
- Donations Section:**
 - Text: "If you've already created a profile, please 'Log In' on the right, otherwise continue."
 - Form fields: General Operating (0.00), Building Fund (0.00), Tuition (0.00), Total (\$0.00)
 - Donation Frequency: Choose One (About recurring donations)
 - Donation Start Date: 03/19/20 (mm/dd/yy)
 - Buttons: Continue
- Log In Section:**
 - Form fields: Email Address, Password
 - Buttons: Log In
 - Text: Forgot your Email Address or Password?
- Create Your Online Profile Section:**
 - Button: Create Profile
- Footer:** Privacy & Security

Step 2: Select “Create Profile”. Enter your email address then select “Continue”. Then enter your contact information and create a password.

The screenshot shows the 'Profile' page with the following elements:

- Header:** Church of the Sacred Heart Online Donation Center
- Navigation:** Return to our Home Page
- Profile Section:**
 - Form fields: 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)
 - Text: Enter Password (required), Re-Enter Password (required)
 - Text: 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 ">
 - Button: Create Profile
- Footer:** Privacy & Security

Step 3: to donate, select “Add Transaction”.

The screenshot shows the 'My Scheduled Transactions' page with the following elements:

- Header:** Church of the Sacred Heart Online Donation Center
- Navigation:** Summary, Profile, Log Off
- User:** Mary Daugherty
- Buttons:** Add Transaction, Edit Account
- My Scheduled Transactions Section:**
 - Text: You do not have any transactions scheduled.
- My Transaction History Section:**
 - Form fields: Date Range (02/19/20 to 03/23/20), Fund (All Funds)
 - Buttons: Search
 - Text: No donations were found for this Date Range and Fund selection.
- Footer:** Privacy & Security

Step 4: Select a fund, enter a dollar amount, and select the frequency. Select "Continue" at the bottom of the page.

Church of the Sacred Heart Online Donation Center

Summary Profile Log Off Mary Daugherty

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

Donations

General Operating:
Building Fund:
Tuition:
Totals: \$0.00

Donation Frequency: [\(About recurring donations\)](#)
Donation Start Date: mm/dd/yy

Privacy & Security

Step 6: Select the type of account and enter payment details on subsequent screen. Select "Process" once all payment details have been input.


Church of the Sacred Heart Online Donation Center

Summary Profile Log Off Mary Daugherty

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

Donation Information

Account:

I'm not a robot  reCAPTCHA
Privacy - Terms

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Donation Summary

General Operating	1.00
Total One Time Donation:	\$1.00
Donation Frequency:	One Time
Donation Start Date:	03/19/20

Privacy & Security

Screen #1




Church of the Sacred Heart Online Donation Center

Summary Profile Log Off Mary Daugherty

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

Donation Information

Account:


  

Card Number:
Card Verification Value (CVV2): [What's This?](#)
Expiration Date: /
Name Of Cardholder:

Optional: - Give additional 2.75% to help offset the processing fee

Use Profile Address

Billing Address 1:
Billing Address 2:
Billing City:
Billing State / Zip: /

I'm not a robot  reCAPTCHA
Privacy - Terms

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Donation Summary

General Operating	1.00
Total One Time Donation:	\$1.00
Donation Frequency:	One Time
Donation Start Date:	03/19/20

Privacy & Security

Screen #2