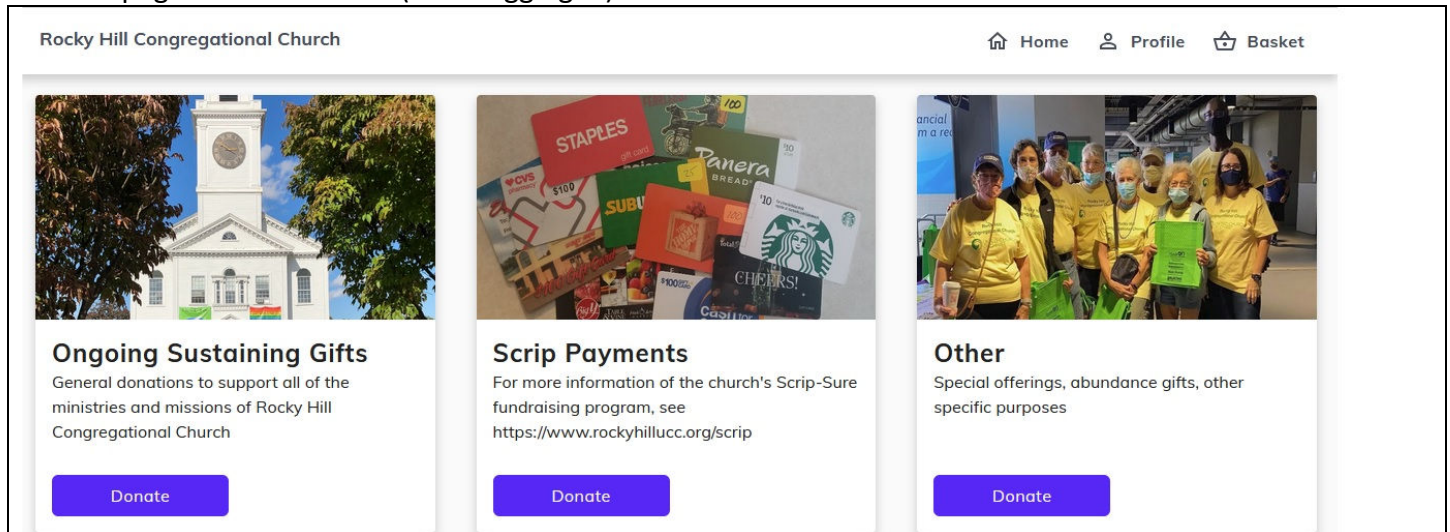


# Instructions on using the 2022 version of the Vanco online payment interface for RHCC

In order to meet the developing needs for digital payments, RHCC has partnered with Vanco Payment Solutions for more than 10 years. In March, 2022, the Vanco payment application was updated in both format and capabilities. This document lays out the basics of using the new version of the application.

First, if you used the prior app, your existing information should transfer over to the new one. However, we are aware that this has not been the case for some people. If the app does not recognize your login email and password, then you will probably need to reset your password. If your profile info, including bank account data, does not appear in your account, then you will have to reenter that as well.

The first page of the interface (after logging in) will look like this:



Rocky Hill Congregational Church

Home Profile Basket

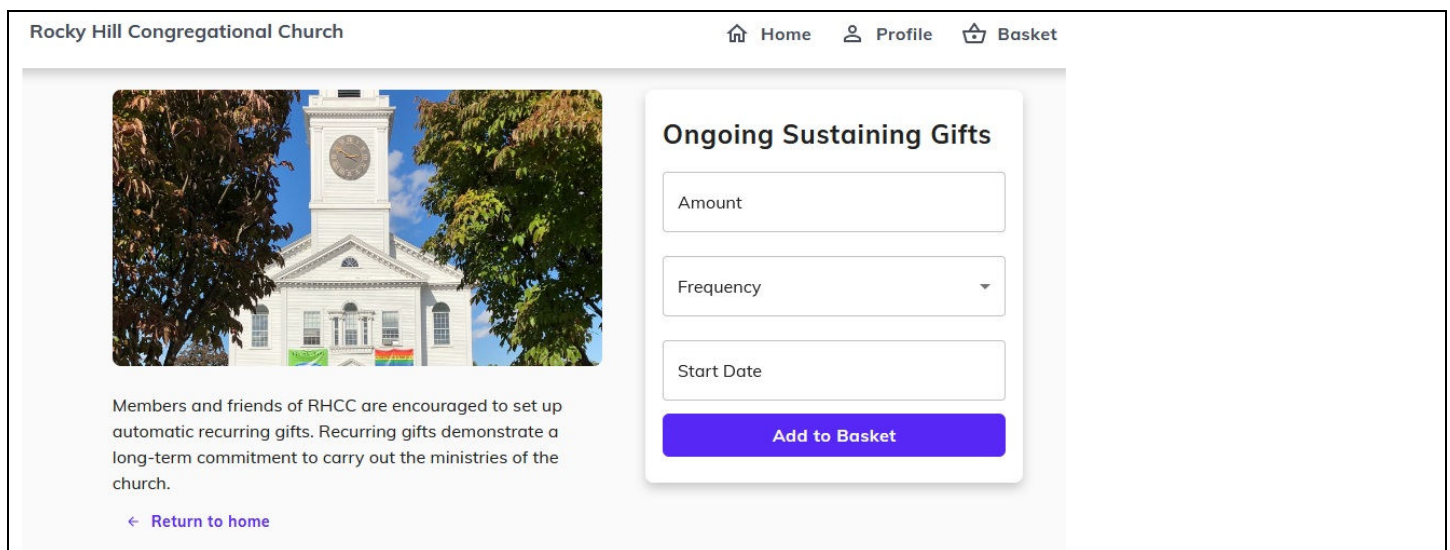
**Ongoing Sustaining Gifts**  
General donations to support all of the ministries and missions of Rocky Hill Congregational Church

**Scrip Payments**  
For more information of the church's Scrip-Sure fundraising program, see <https://www.rockyhillucc.org/scrip>

**Other**  
Special offerings, abundance gifts, other specific purposes

Donate Donate Donate

To donate to any of the listed options (Ongoing Sustaining Gifts, Scrip Payments, or Other), click on the related "Donate" button. That will bring up the next screen, looking something like this:



Rocky Hill Congregational Church

Home Profile Basket

**Ongoing Sustaining Gifts**

Amount

Frequency

Start Date

Add to Basket





Members and friends of RHCC are encouraged to set up automatic recurring gifts. Recurring gifts demonstrate a long-term commitment to carry out the ministries of the church.

[← Return to home](#)

In the input field on the right side, fill in the amount, select the frequency (one-time, weekly, biweekly, or monthly), and the start date (if applicable). Then click on the “Add to Basket” button. The donation you just entered will be added to your “shopping basket”, and you’ll be taken back to a page similar to the first page so that you can add donations for other purposes, if desired. When you have entered all of your donation info, then click on a button labeled “Continue to Payment”. I didn’t reproduce that screen – you’ll easily find it. (Click on the “Basket” link in the upper right if you don’t find that button.) This will bring up a screen that looks like this:

## Payment Method

[Credit or Debit Card](#) [Bank Account](#)

Card number

Exp. date ZIP code

Save this payment method for future use

### Basket 3

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**Ongoing Sustaining Gifts** [Remove](#)  
One-Time Total \$100.00

**Scrip Payments** [Remove](#)  
One-Time Total \$200.00  
Note For cards purchased 3/20

**Other** [Remove](#)  
One-Time Total \$50.00  
Note Ukraine Relief

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Contribute 2.75% extra to help cover the processing fees

[Continue to review](#)

Your donation elements are listed on the right side, and your payment info is on the left side. Note that, by default, credit or debit card information is requested. Be aware that credit or debit card payments result in a 2.75% charge to RHCC. You have the option to contribute an extra amount to offset the fee (just above the “Continue to Review” button.) But in most cases, you will probably want to do a direct transfer from your bank account, which incurs no fee. To bring up the Bank Account option, click on the “Bank Account” link just to the right of “Credit or Debit Card” link. This will bring up the data panel for Bank Account info, which looks like this:

Rocky Hill Congregational Church Home Profile 3 Basket

## Payment Method

Credit or Debit Card Bank Account

Account number

Routing number

Account type  
 Checking account ▼

I accept and acknowledge that this payment is subject to NACHA Rules. [Learn more](#)

Save this payment method for future use

### Basket 3

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**Ongoing Sustaining Gifts** [Remove](#)

One-Time Total \$100.00

**Scrip Payments** [Remove](#)

One-Time Total \$200.00

Note For cards purchased 3/20

**Other** [Remove](#)

One-Time Total \$50.00

Note Ukraine Relief

Continue to review

Fill in the account number, routing number, and type of account. If you click on the “Save this payment method” option, then your account data will be saved for future donations. When all info is complete, then click on the “Continue to Review” button on the lower right, and you’ll be taken to a final screen where you can review your transaction data and submit.

**Special Note for Scrip payments:** We cannot accept credit card payments for Scrip UNLESS you opt to pay the 2.75% surcharge. If everyone paid for scrip with a credit card and did not cover the surcharge, our scrip program’s net income would be cut roughly in half. If you pay using a bank account, there is no extra charge. This is the recommended way to pay for scrip. (If you use a credit card for non-scrip donations, we hope you will opt to cover the 2.75% surcharge as well.)

**A few other general comments:**

Your profile information can be accessed (and edited as needed) by clicking the “profile” link in the upper right of any page.

If you are using a cell phone, the layout of the pages will be rearranged to fit the size of the phone, but the general functionality should be the same.

If you have any questions or need assistance, please contact Deb Copes at [finsec@rhccucc.org](mailto:finsec@rhccucc.org) or Dave Hall at [treasurer@rhccucc.org](mailto:treasurer@rhccucc.org).