

## **Fulfilling Your Pledge Using Vanco**

Vanco is a payment solutions company that serves faith-based and non-profit organizations. UUCL uses Vanco to automatically receive bank transfers from your bank to ours! Using Vanco is environmentally-friendly, secure, and inexpensive. (We pay \$0.25/transaction for this service.) In addition, it helps automate the accounting process for UUCL. At this time, we are not accepting credit card transactions to fulfill pledges because the fees are more significant. We appreciate that you are considering making your contributions this way!

### **Are you new to using Vanco? You have two options to set up automatic payments.**

1. Fill out a paper Vanco authorization form. You can get this from Sara Vancil. Include the routing and account numbers as well as the date of the first donation (should be on or after July 1, 2017.) Choose the frequency of your donation and the amount and sign the form. You MUST attach a voided check! Put this Vanco form in the envelope with your pledge form and return it to UUCL or directly to Sara.
2. Visit our online pledge website at <http://uufl.net/pledging/>. Enter your pledge information on the first page of the payment page, including the annual pledge amount and frequency. Select auto-debit at the bottom. On the second page, enter your personal information (including email please) as well as your routing and account information. *It will be to your advantage to select a password as well to save your information to a profile for future use.*
3. Look for a confirmation email from Sara Vancil after your pledge details are recorded.

### **Are you a returning Vanco user? You have two options.**

1. Fill out a paper Vanco authorization form. You can get this from Sara Vancil. Include the routing and account numbers as well as the date of the first donation (should be on or after July 1, 2017.) Choose the frequency of your donation and the amount and sign the form. You MUST attach a voided check. Please do not write "same as last year." Put this Vanco form in the envelope with your pledge form and return it to UUCL or directly to Sara.
2. Visit our online pledge website at <http://uufl.net/pledging/>.
  - a. Log in to your Vanco account in the top right corner. If you have forgotten your password, click to follow those instructions. (You must know the email address associated with your Vanco account to log in. If you cannot remember what email address is linked to your account, contact Sara for assistance before making your pledge.)
  - b. Once logged in, you'll be able to see your previous transaction history. Hit "Add Transaction" on the top of the page. You'll then choose your pledge amount and frequency for 2017-18. When you hit continue, you'll be able to select your previously saved bank account to fulfill your pledge. (You can also add additional bank accounts to your profile if you wish.)
3. Look for a confirmation email from Sara Vancil after your pledge details are recorded.

Information about the security of the Vanco website can be accessed by clicking the "Security Metrics" button at the bottom of the pledge website.

Any questions, please contact Sara Vancil, Finance/Stewardship Liaison. She can be reached at 785-218-0591 or [saravancil@hotmail.com](mailto:saravancil@hotmail.com) or [uuclgiving@gmail.com](mailto:uuclgiving@gmail.com).