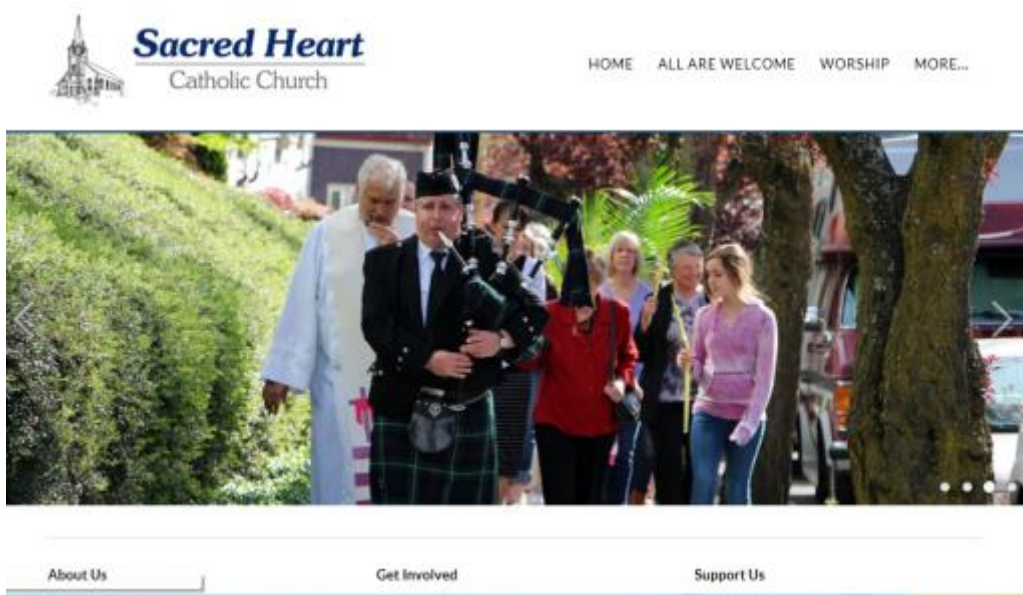


Directions for Giving \$ to Sacred Heart Parish via the Website:

Go to the Website: <http://www.sacredheartportland.org/>



1. Select the Home Tab and select [Give](#)



2. You will be taken to: <http://www.sacredheartportland.org/give.html>

The following four options will appear: (Select the option that you would like)



3. When you select the following three tabs:

- a. Donate to the Sacred Heart Building Fund
- b. Weekly Sunday Offering
- c. Mass Intentions

You will be taken to the following the site: [https://www.eservicepayments.com/cgi-bin/Vanco\\_ver3.vps?appver3=wWsk24ZJSTZKsGd1RMklg0BDvsSG3VIWQCPJNNxD8upkiY7JIDa vDsozUE7KG0nFx2NSo8LdUKGuGuF396vbSunSySZhXHIG9rPcTmFSRCXHubq5Z7ap5JVmPErc4ZeY HCKCZhESjGNQmZ5B-6dx2HOd3DsUXzGmTYEh8VU7JU=&ver=3](https://www.eservicepayments.com/cgi-bin/Vanco_ver3.vps?appver3=wWsk24ZJSTZKsGd1RMklg0BDvsSG3VIWQCPJNNxD8upkiY7JIDa vDsozUE7KG0nFx2NSo8LdUKGuGuF396vbSunSySZhXHIG9rPcTmFSRCXHubq5Z7ap5JVmPErc4ZeY HCKCZhESjGNQmZ5B-6dx2HOd3DsUXzGmTYEh8VU7JU=&ver=3)

This following screen will appear:



## Sacred Heart

Catholic Church

**Online Donation**

[View Mobile Site](#)   [Return to our Home Page](#)

**Donations**

If you've already created a profile, please "Log In" on the right, otherwise continue.

**Offerings**

-Weekly Sunday Offering:

-Mass Intentions:

Please Specify Purpose for Mass Intentions

-General Church Fund:

Please Specify Donation Intentions

**Building**

-Sacred Heart Building Fund:

**Total:** \$0.00

Donation Frequency:  [\(About recurring donations\)](#)

Donation Start Date:  mm/dd/yy

**Log In** [help](#)

Email Address:

Password:

[Forgot your Email Address or Password?](#)

**Create Your Online Profile**

[Privacy & Security](#)

4. The first time that this screen appears please follow these steps:

1. Go ahead and create you Profile by selecting the Create Profile button. This button is found on the bottom right corner.

This screen will appear:



## Sacred Heart

Catholic Church

### Online Donation

[Return to our Home Page](#)

#### Create Profile

Enter a valid email address below.  
This will be used as your User ID.

Email Address:

Confirm Email Address:

#### Privacy Notice

You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by Sacred Heart Church to process your online transactions.

The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.

The password you select is also important in protecting your information; keep it secure and follow the best practices suggested [here](#). View Vanco's Privacy and Security Policy by clicking [here](#).

[Privacy & Security](#)

Please fill out your email address and Confirm Email address. The following screen will appear:



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

**Profile**

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)

Enter Password: (required)

Re-Enter Password: (required)

**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 >

[Privacy & Security](#)

Please complete the form.

### **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 >**

Once this process is complete press the Create Profile button. You will also receive an email from this site letting you know that you created your profile.

The following box will appear:

The screenshot shows the 'Online Donation' profile page for Sacred Heart Catholic Church. At the top, there is a logo of a church and the text 'Sacred Heart Catholic Church'. Below the logo, there are navigation tabs for 'Summary', 'Profile', and 'Log Off'. The main content area is titled 'Online Donation' and includes a message: 'Thank you for creating a profile. To add a Donation, click the Add Transaction button below.' There are two buttons: 'Add Transaction' and 'Edit Account'. Below this, there are two sections: 'My Scheduled Transactions' with the message 'You do not have any transactions scheduled.' and 'My Transaction History' with a date range selector (03/26/17 to 04/26/17), a fund selector (All Funds), and a search button. The message below the search button reads: 'No donations were found for this Date Range and Fund selection.'

Select the Add Transaction button. The following screen will appear:

The screenshot shows the 'Add Transaction' form for Sacred Heart Catholic Church. At the top, there is a logo of a church and the text 'Sacred Heart Catholic Church'. Below the logo, there are navigation tabs for 'Summary', 'Profile', and 'Log Off'. The main content area is titled 'Online Donation' and includes a message: 'Thank you for creating a profile. To add a Donation, click the Add Transaction button below.' There are two buttons: 'Add Transaction' and 'Edit Account'. Below this, there are two sections: 'My Scheduled Transactions' with the message 'You do not have any transactions scheduled.' and 'My Transaction History' with a date range selector (03/26/17 to 04/26/17), a fund selector (All Funds), and a search button. The message below the search button reads: 'No donations were found for this Date Range and Fund selection.'

Go ahead and complete this information based on your thoughts.

Here is a sample as an example:

### Donations

**Offerings**

-Weekly Sunday Offering:

-Mass Intentions:

Please Specify Purpose for Mass Intentions

-General Church Fund:

Please Specify Donation Intentions

---

**Building**

-Sacred Heart Building Fund:

---

**Total:** \$50.00

---

Donation Frequency:  [\(About recurring donations\)](#)

Donation Start Date:  mm/dd/yy

Please note the Donation Frequency consist of the following three choices:

1. One Time
2. Weekly
3. Monthly

Once this process is complete hit continue. This Box will appear:

Summary Profile Log Off

Alice Rockwood

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

**Donation Information**

Envelope #

Account: **Credit/Debit Card**  
New Account - Credit/Debit Card  
**Checking**  
New Account - Checking  
**Savings**  
New Account - Savings

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.

Cancel Process

**Donation Summary**

**Offerings**

Weekly Sunday Offering	10.00
Mass Intentions	10.00
General Church Fund	10.00
04-27-2017 Weekly	
<b>Total Weekly Donation:</b>	<b>\$30.00</b>

**Building**

Sacred Heart Building Fund	20.00
04-27-2017 Weekly	
<b>Total Weekly Donation:</b>	<b>\$20.00</b>

**Total Weekly Donation: \$30.00**

Donation Frequency: Weekly  
Donation Start Date: 04/27/17

Edit

Home & Search

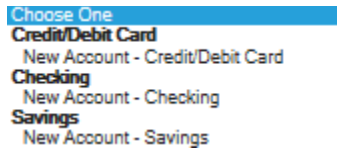
At this point please fill out your Envelope number:

**Donation Information**

Envelope #

This information can be found on the Envelopes that you receive from Sacred Heart Parish. **This is not a required field to be filled out but it is helpful to the Sacred Heart office staff.**

Next choose Account:



A dropdown menu with a blue header labeled "Choose One". Below the header are three options, each with a bolded label and a sub-label: "Credit/Debit Card" with "New Account - Credit/Debit Card", "Checking" with "New Account - Checking", and "Savings" with "New Account - Savings".

There are three options to choose from:

1. Credit/Debit Card New Account – Credit/Debit Card
2. Checking New Account - Checking
3. Savings – New Account – Savings

\*\*\*When selecting this option please select the New Account – Credit/Debit Card or New Account – Checking or New Account - Savings



Once you have selected New Account – Credit/Debit Card the following screen will appear:

The screenshot shows a web form titled "Donation Information" with a dark blue header. Below the header, there is a text input field for "Envelope #". A dropdown menu for "Account:" is set to "New Account - Credit/Debit Card". Below this are logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS. The form includes several input fields: "Card Number:" (text), "Expiration Date:" (two dropdowns), "Name Of Cardholder:" (text), "Billing Address 1:", "Billing Address 2:", "Billing City:", and "Billing State / Zip:" (two text boxes). There are two checkboxes: "Optional: - Give additional 2.75% to help offset the processing fee" and "Use Profile Address". At the bottom, there is a reCAPTCHA "I'm not a robot" box with a "reCAPTCHA Privacy - Terms" link. A note states: "Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted." At the very bottom are "Cancel" and "Process" buttons.

Please complete the form.

*Please note there is an Option to give an additional 2.75% to help offset the credit card processing fees. Since there is a cost to Sacred Heart regarding the use of credit card this assists Sacred Heart in absorbing some of the costs. On your charitable contribution at the end of the year you will see the entire amount you gave to Sacred Heart including the 2.75% as a tax deductible amount.*

Once the form is completed please select the box “ I’m not a robot” and press the Process button.

Once you have selected New Account – Checking the following screen will appear:

### Donation Information

Envelope #

---

Account:

Routing Number:

Account Number:

**Joe Smith** 1234  
1234 Anystreet Court  
Anycity, AA 12345

Pay to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars

**Bank Anywhere**

⌈ 123456789 ⌋; 123456789123 ⌋⌋-1234

BankBankCheck Number (Do not use)

Routing NumberAccount Number

---

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 and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Please complete the form on the screen. The screen supplies a great example of the information needed to fill out the form.

Once the form is filled out please click in the box “I’m not a robot” and press the Process button.

Once you have selected New Account – Savings the following screen will appear:

### Donation Information

Envelope #

---


Account:

Routing Number: \*

Account Number:

\* **Routing Number:** Contact your financial institution for Routing Number.

---

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 and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Please complete the form. The screen supplies a great example of the information needed to fill out the form.

Once the form is filled out please click on the box “ I’m not a robot” box press the Process button.

Once you have completed you will receive the following Information: (Please note this is a **sample and made up numbers**- Using the Credit Card option)

**Online Donation**

[Return to our Home Page](#)

Your confirmation number is **180129524**

**Thank you for your Donation to**

ES27208  
Sacred Heart Church  
3910 SE 11th Ave  
Portland, OR 97202  
<http://www.sacredheartportland.org/>  
503-231-9636  
United States- US

**Donation Summary**

Offerings

Weekly Sunday Offering	10.00
Mass Intentions	10.00
General Church Fund	10.00
help offset the processing fee	0.83
05-04-2017 Monthly	
<b>Total Monthly Donation:</b>	<b>\$30.83</b>

Building

Sacred Heart Building Fund	20.00
help offset the processing fee	0.55
05-04-2017 Monthly	
<b>Total Monthly Donation:</b>	<b>\$20.55</b>

---

**Your credit card will be charged monthly starting on 05/04/17 for** **\$51.38**


**Parishioner Information**

Parishioner ID:	22356010
First Name:	ALICIA
Last Name:	RUCKWARDT
Email Address:	ajulin@aol.com
Envelope #	676

**Card Information**

Account Type:	Credit Card - Visa
Account Number:	xxxxxxxxxxxx5575
Transaction Type:	Donation
Recurring Transaction:	Yes
Frequency:	Monthly

Important-please retain this copy for your records.  
04/26/17 06:00:20 PM 70.103.133.35

 [Print Page](#)

[Return to our Home Page](#)

You will also receive an email for your records that will appear something like this:

**From:** [ereceipt@eservicepayments.com](mailto:ereceipt@eservicepayments.com)  
**Date:** April 26, 2017 at 4:00:22 PM PDT  
**To:** [ajulir@aol.com](mailto:ajulir@aol.com)  
**Subject:** Thank you for your Online Donation!

Thank you for your donation!

Details regarding your donation are shown below. You can log in with your email address and password to view your donation history or to make changes to selected information regarding your personal profile and donation. You can also contact Sacred Heart Church directly.

You may wish to retain a copy of this email for your records.

Donation Details:  
ES27208  
Sacred Heart Church  
3910 SE 11th Ave  
Portland, OR 97202  
<http://www.sacredheartportland.org/>  
503-231-9636  
United States- US

Your confirmation numbers are 180129524

Parishioner ID: 22356010  
First Name: ALICIA  
Last Name: RUCKWARDT  
Email Address: [ajulir@aol.com](mailto:ajulir@aol.com)  
Envelope # 676

Group: Offerings  
Weekly Sunday Offering: \$10.00

Mass Intentions: \$10.00

General Church Fund: \$10.00

05-04-2017 Monthly  
Confirmation Number: 180129524  
Group: Building  
Sacred Heart Building Fund: \$20.00

05-04-2017 Monthly  
Confirmation Number: 180129524  
help offset the processing fee: \$1.38

Total Donation: \$51.38

Account Type: Credit Card - Visa  
Account Number: xxxxxxxxxxxx5575  
Transaction Type: Donation  
Recurring Transaction: Yes  
Donation Frequency: Monthly  
Start Date: 05/04/17

\*\* Please do not reply to this email \*\*

CONFIDENTIALITY NOTICE This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient, the reader is hereby notified that any

dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately. Thank you.

**If you have any questions please contact Vanco Payment solutions at 800-675-7430 Monday through Friday 8:30 am to 7:00 pm Eastern Standard Time.**

Please reference this information when calling Vanco regarding Sacred Heart Catholic Church in Portland, OR.

**Vanco Client ID:**

ES27208

bf d627569ad00d

**Legal Name:**

Sacred Heart Church