Creekwood – Instructions for Contribution via the Vanco GivePlus app from a mobile device

Creekwood has partnered with Vanco Payment Solutions to accept contributions electronically.

We have several guides detailing the instructions for making your contribution using various devices and applications.

The options are:

- Contribution using the Creekwood website from a computer or a larger mobile device
  This would be devices such as a desktop or laptop computer or a larger tablet device.

- Contribution using the Creekwood website from a smaller mobile device
  This would be devices such as a phone or a smaller tablet device that displays the mobile version of a website.

- Contribution using the Vanco GivePlus app from a mobile device

- Contribution using text messages

This guide details the instructions for making your contribution from the **Vanco GivePlus app** from a **mobile device**.

Vanco Payment Solutions offers the GivePlus app for iPhone and Android.

For Android, search for "Vanco Give Plus" in the Google Play store. The correct app looks like this in the results list:
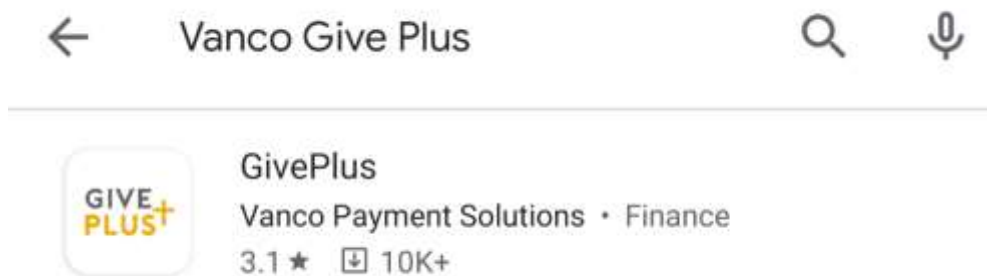
For iPhone, search for "Vanco Give Plus" in the Apple App store. The correct app looks like this in the results list:
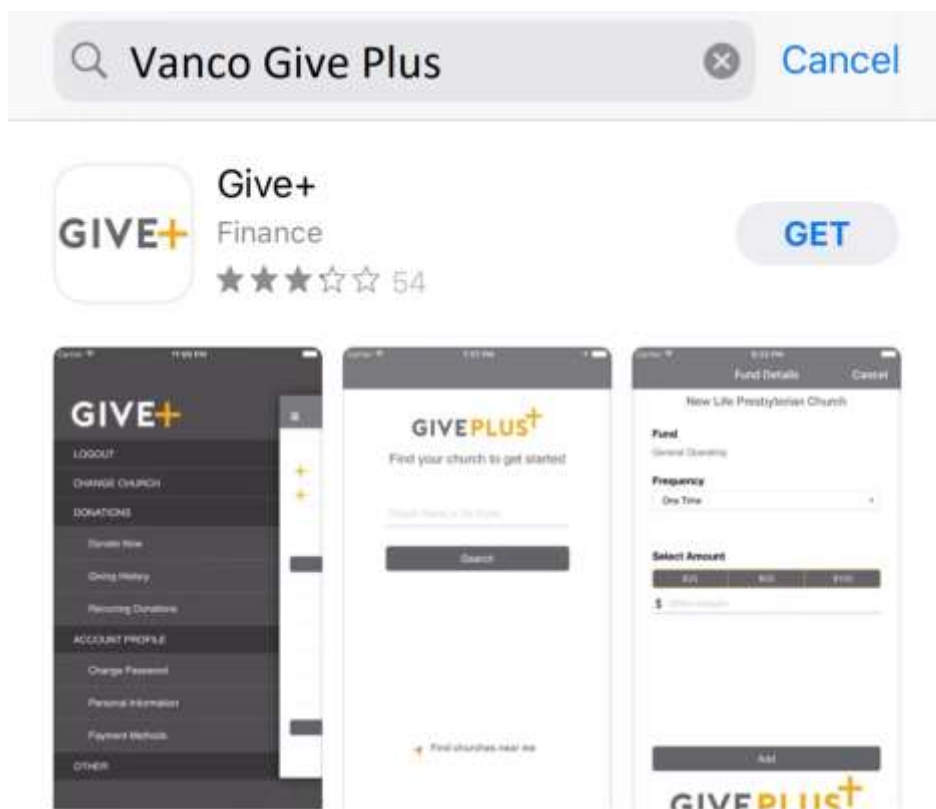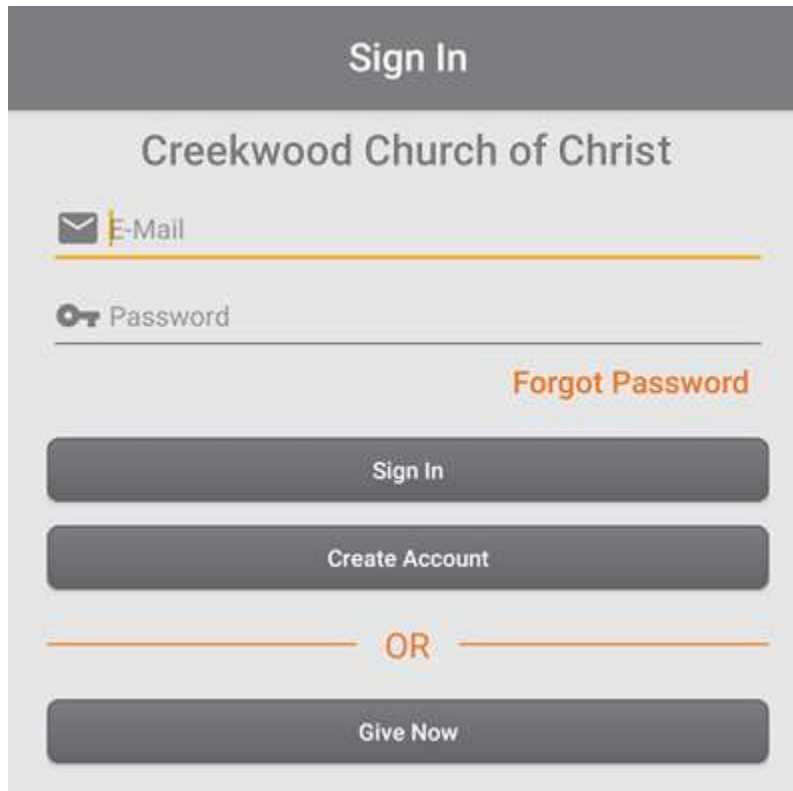

Install the Vanco Give Plus app to your device.

The first time you decide to use the app, you will need to set up your Account.

Note: If you create a Profile on one device, that same Profile can be used if you decide to use a different device. For example, you might create your Profile while using a laptop. If you later decide to use your phone to access on-line Contribution, you don't have to create a new Profile on that device. On your phone, you would simply login with the Userid and password you used when creating the Profile on your laptop.

Steps to create an Account. (One time only)

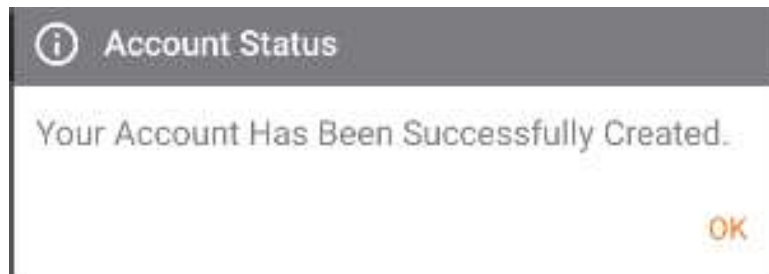1) Open the Vanco Give Plus app. The following screen will be displayed:

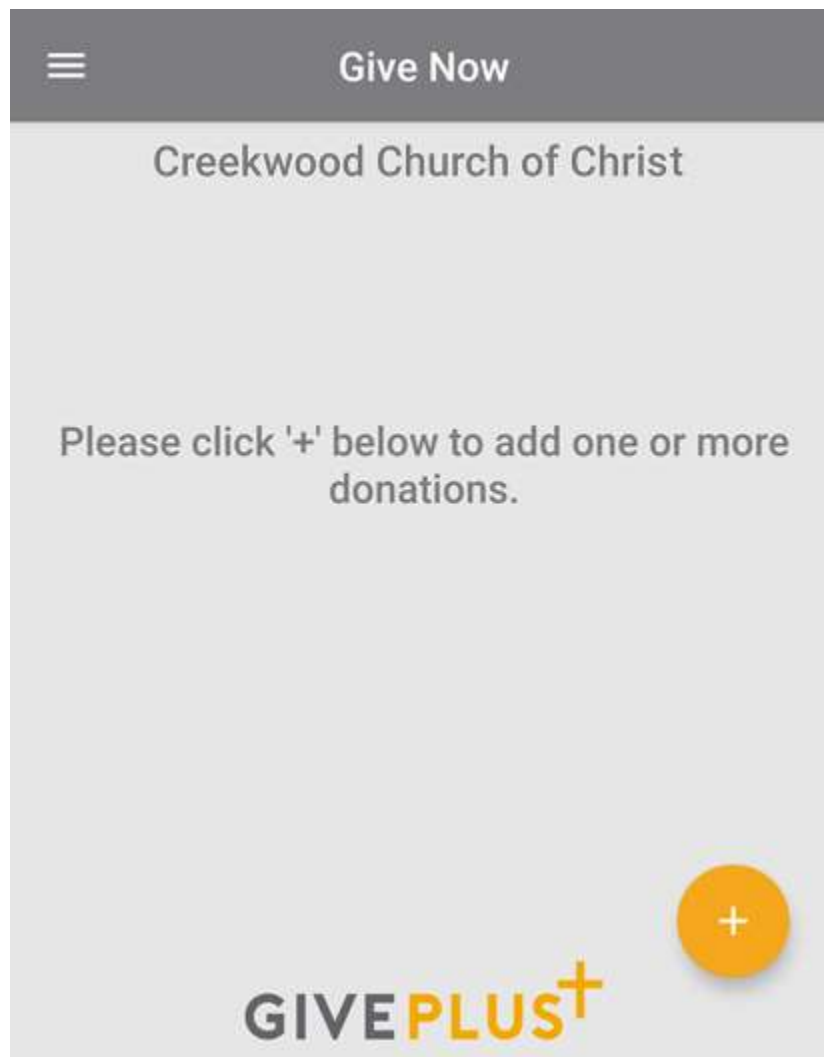2) Leave the Email and Password boxes blank and touch the Create Account button. The following page will be displayed:

3) Enter the requested information and touch the Submit button. The following message will be displayed:


4) Touch OK to dismiss the message. The following page will be displayed:

5) This indicates that you have successfully created your Online Profile. You should also receive an email from Vanco indicating that your Online Profile was created successfully.

6) Press the menu button, which is the three horizontal lines in the upper left corner of the screen. After you press the menu button, the menu will be displayed as shown in the screenshot below:
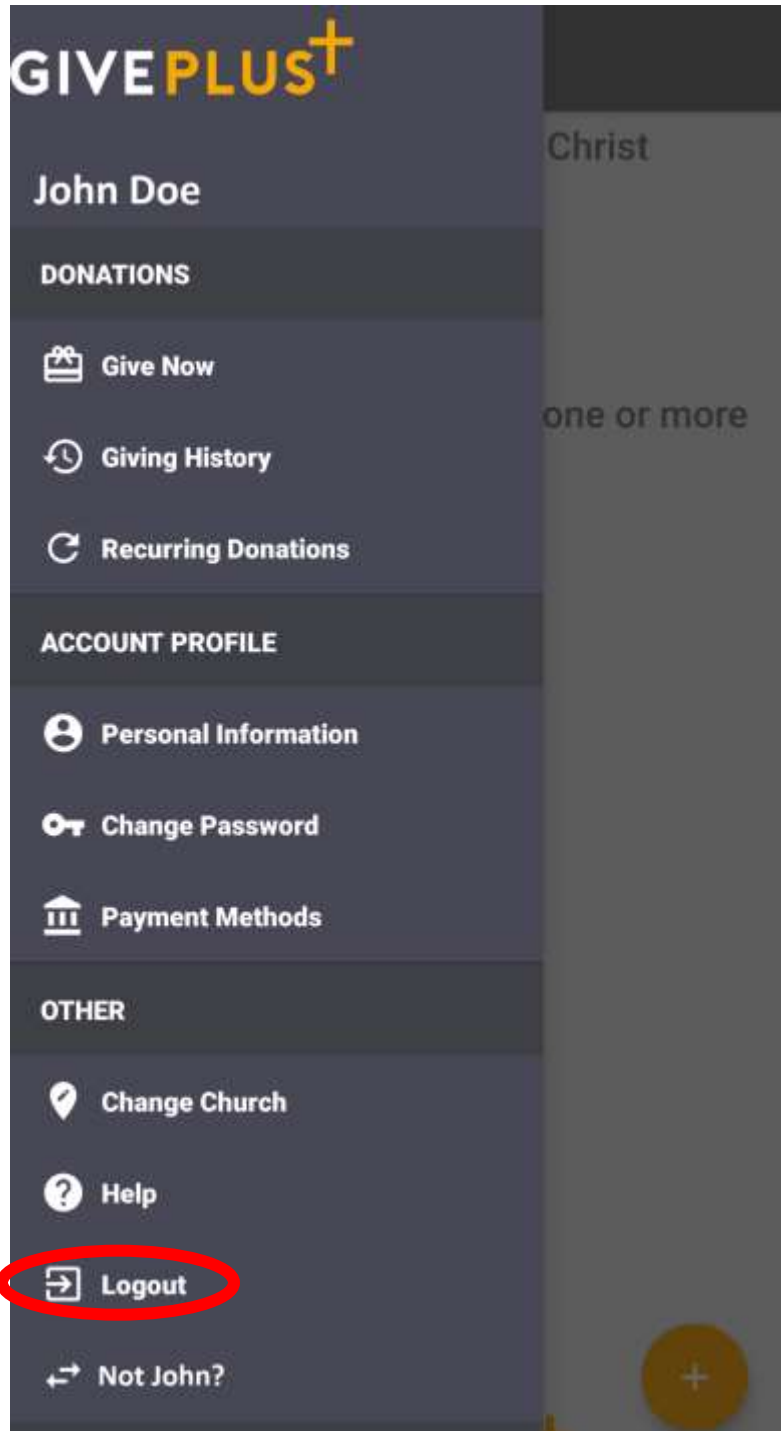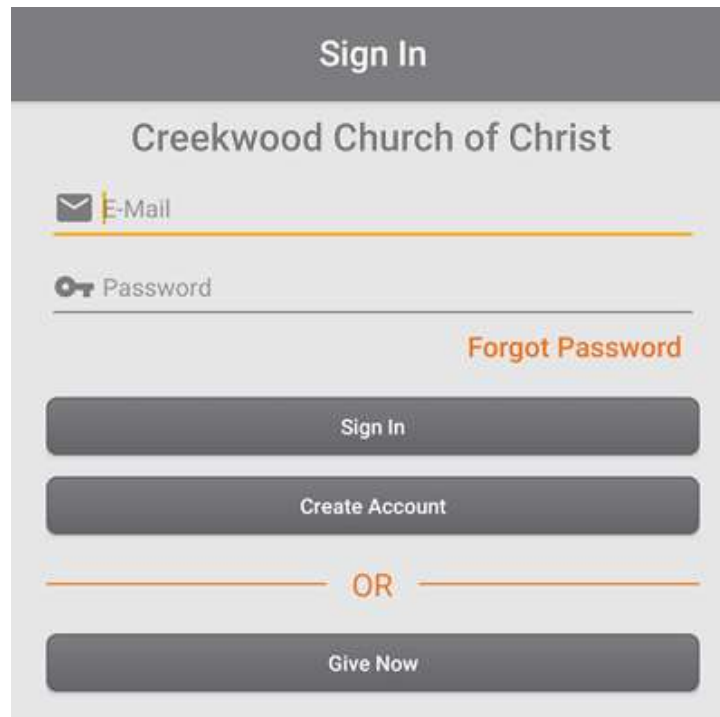

7) Press the Logout menu item.

Once you have created your Online Profile, from now on, you would follow the below instructions in the "**Steps to schedule donations using your Online Profile**" section to make a donation using your profile.
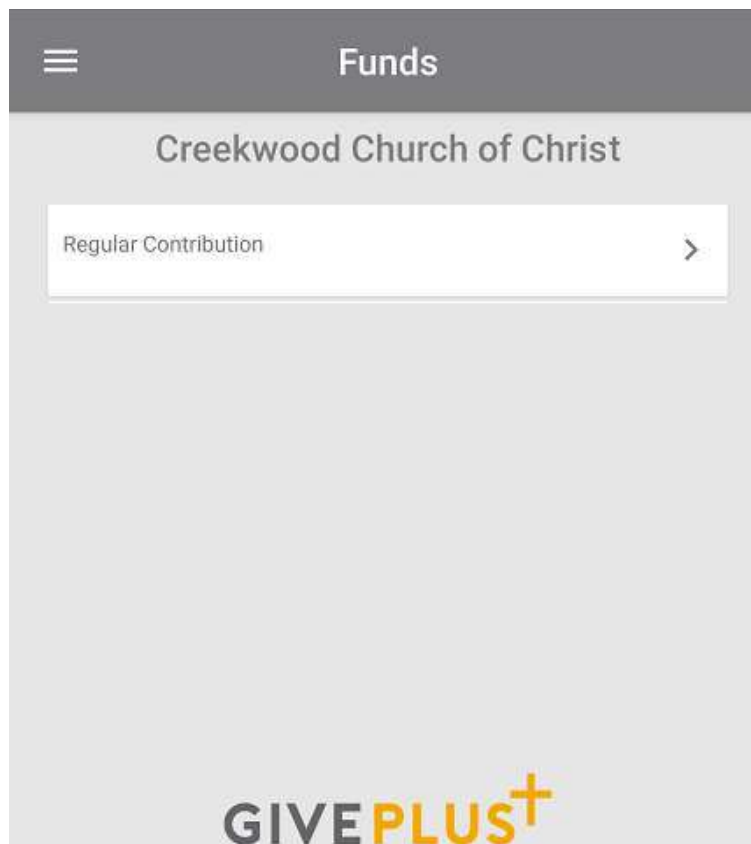
Steps to schedule donations using your Online Profile

1) Open the Vanco Give Plus app. The following screen will be displayed:

2) Key your email address and password and press the Sign In button. The following screen will be displayed.

3) To schedule a donation, press the Regular Contribution button. The following page will be displayed.

4) Frequency. Choose the frequency of your donation. The options are:
   a) One Time
   b) Weekly (Once per week)
   c) Biweekly (Once every two weeks)
   d) Monthly (Once per month)

   Note: If you choose One Time, your donation will be made one and only one time.

   If you choose another option for frequency, the donation amount you enter will be continually based on the schedule you choose.

5) Once you select a Frequency, a Starts On date control will be shown on the screen.

6) Choose a starting date for your contribution. Press the Starts On date control to choose a date. When you press on the button a calendar box will be displayed:

7) Use the calendar box controls to select a date. Once you select the date, press the OK button.

8) Choose the amount you want to contribute.
   You can press one of the amount buttons to contribute $25, $50, or $100. If you choose one of those amounts, you would then press the Add button.

   If you want to contribute a different amount, press the Other Amount box. A number pad will be displayed:
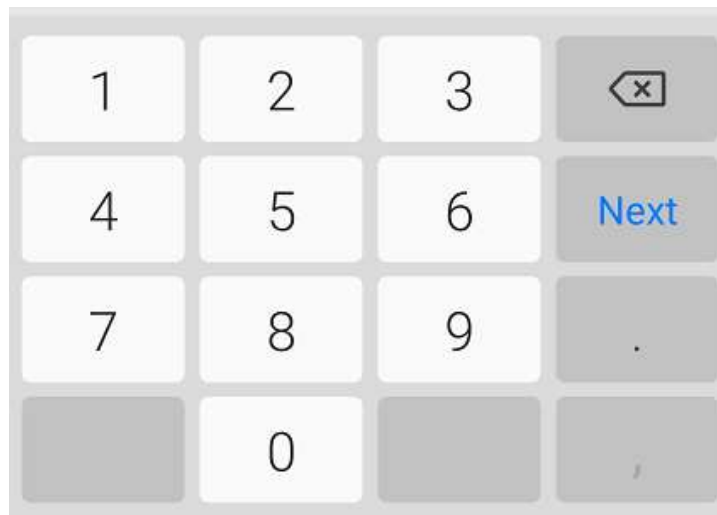

   Once you key the amount you want to contribute, press the Next button on the number pad.

9) Once you select your amount and press the appropriate button, the following screen will be displayed:

10) Press the arrow to the right of the words "Give Now".

11) You will now select your previously set up payment method or, if you have not previously set up your payment method, you will enter your payment method details.

   a) If you have previously set up your payment details, you would see a screen similar to this:
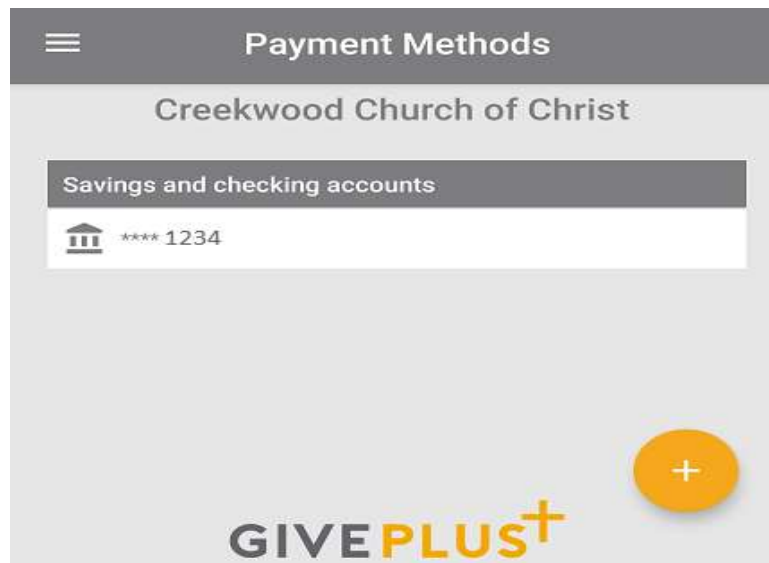
   Press the payment method listed on the screen to select it.

   b) If you have not previously set up your payment method, the following Pay With options will be presented: "Credit or Debit Card" and "Checking or Savings Account".

   Choose the type of account you want to use and press the Next button.

i. If you chose the "Credit or Debit Card" option, the following screen will be displayed:
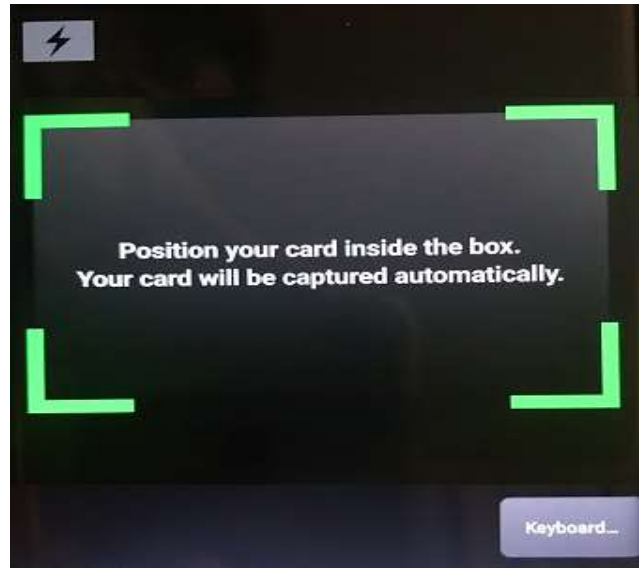
You can use this screen to capture the card number of your credit or debit card. The card number will be automatically filled in for you on the next screen. Move your device so that the entire card is within the green rectangle frame. The card number will be captured automatically when the card is framed properly.

If you would prefer to key the card number rather than having the device capture it, press the Keyboard button instead. Once you capture the card number or press the Keyboard button, the following screen will be displayed:

Key your card details and billing address and press the Next button.

ii. If you chose the "Checking or Savings Account" option, the following screen will be displayed:

Select your account type (Checking or Savings), key your routing and account numbers and your Customer Address and press the Next button.

12) The following Donation Summary screen would be displayed:

13) Press the Complete Donation button. Your donation will then be processed and a confirmation page will be displayed:
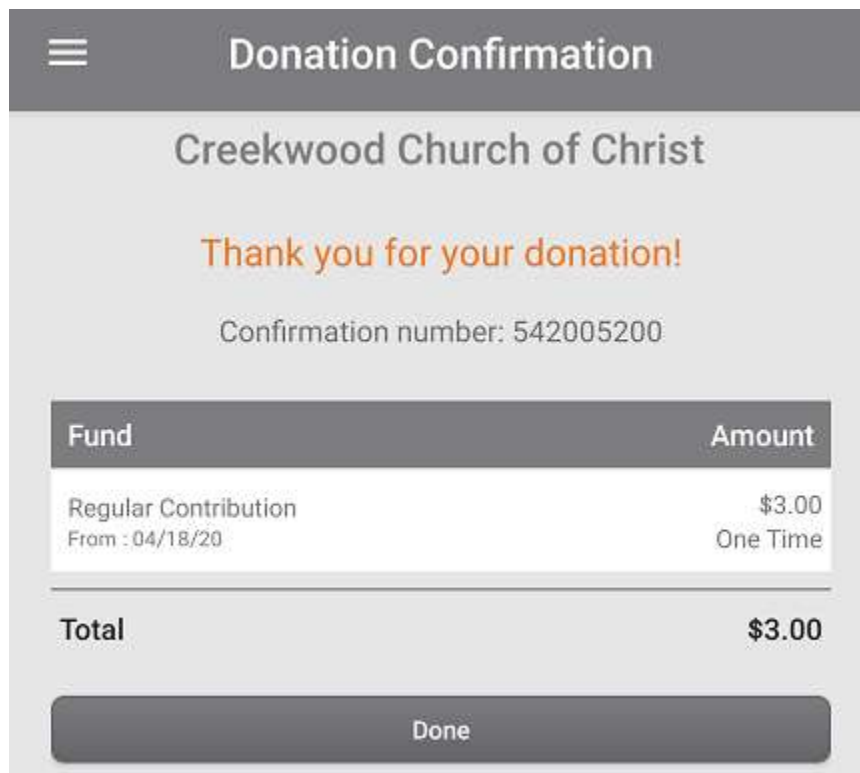
Example:

If you key the following information:

     Regular Contribution: $100.00
     Frequency: Weekly
     Start Date: 1/3/2021

The result would be that $100.00 would be contributed from your account each week starting on 1/3/2021.