

Creekwood – Instructions for Contribution via website viewed on a smaller 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

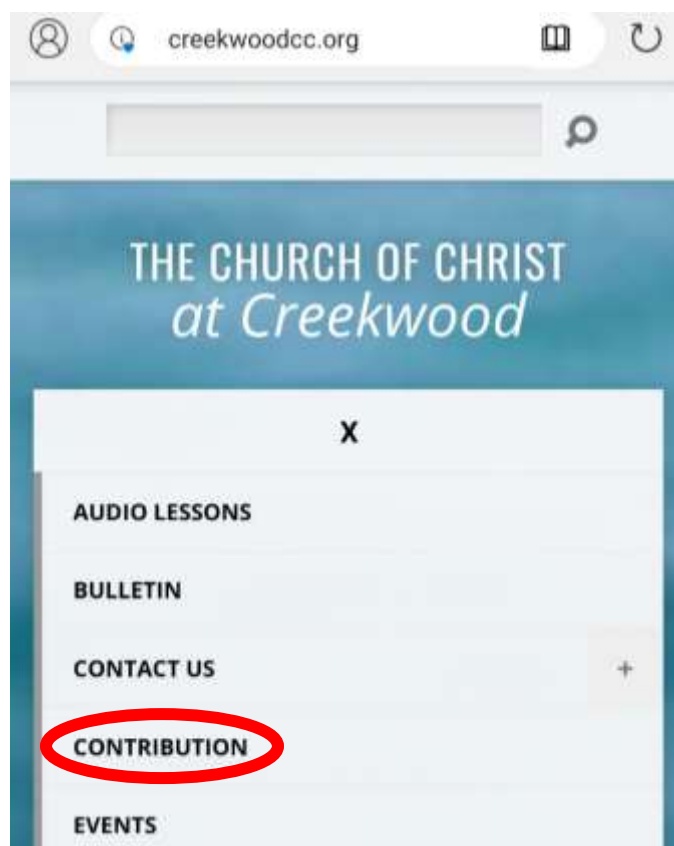
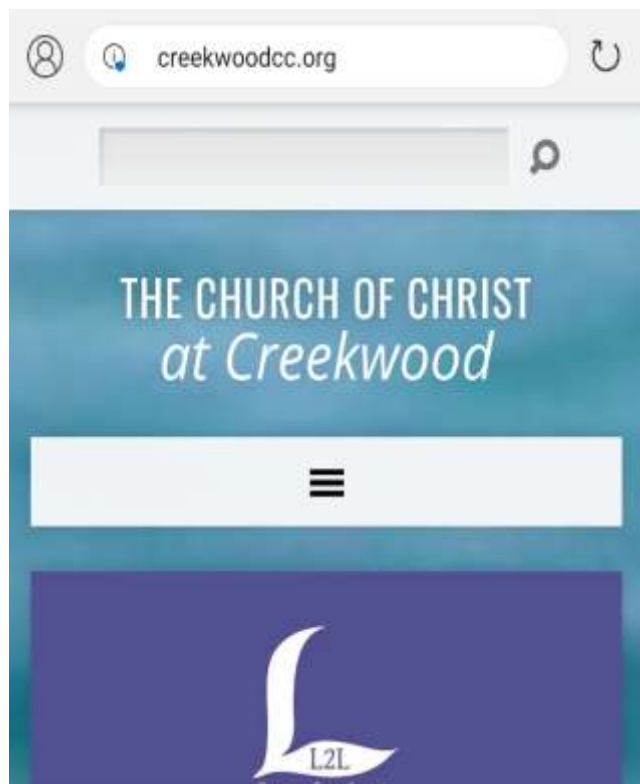
This guide details the instructions for making your contribution from the **Creekwood website** while using a **smaller mobile device**.

The Creekwood website now has a link to a Contribution page.

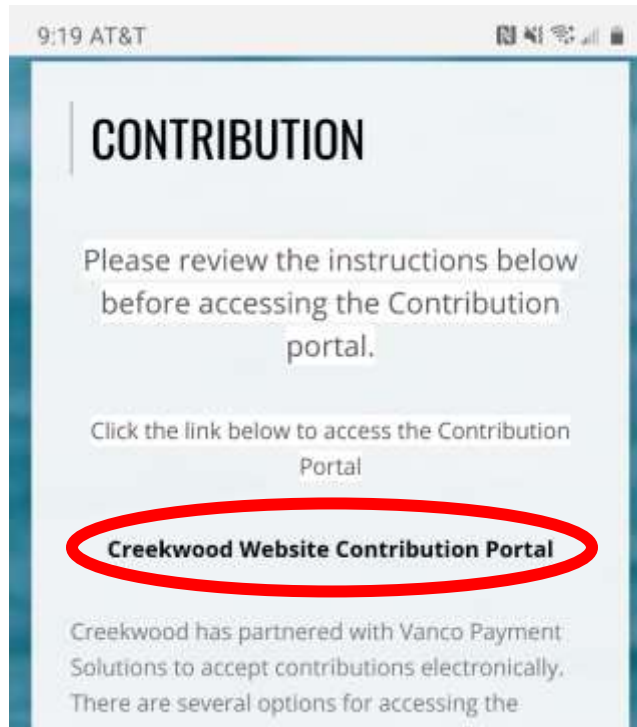
From this page, you can view instructions for various methods of contributing on-line. Also there is a link to the portal webpage created by Vanco for managing your contributions.

That page can be accessed by visiting the Creekwood website (www.creekwoodcc.org).

If you are viewing this page from a smaller mobile device, the menu may look like the left screenshot below. To view the menu items, you would press the menu button, which is the three horizontal lines in the white box. After you press the menu button, the menu will be displayed as shown in the right screenshot below:



Press the Contribution link and the below page will be displayed:



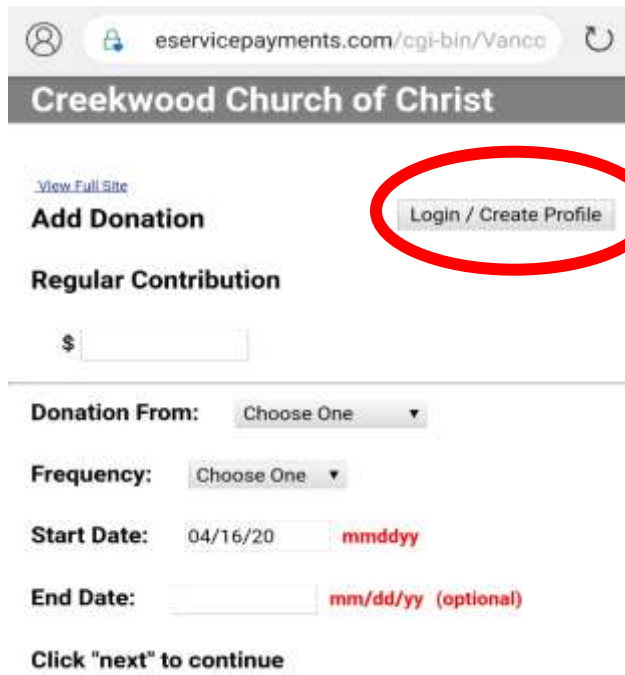
Press the Creekwood Website Contribution Portal link and the below page will be displayed:

The first time you decide to use this process, you will need to set up your Online Profile.

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.

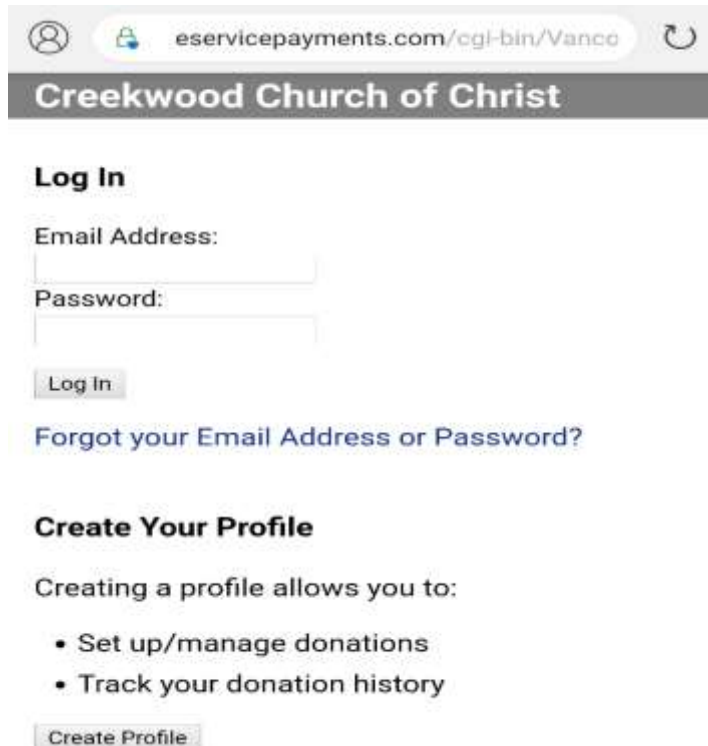
Steps to create Online Profile. (One time only)

1) Press the Login/Create Profile button.



The screenshot shows the top of a web browser with the address bar displaying 'eservicepayments.com/cgi-bin/Vanco'. Below the browser is a dark grey header with the text 'Creekwood Church of Christ'. Underneath the header, there is a link for 'View Full Site', a button for 'Add Donation', and a button for 'Login / Create Profile' which is circled in red. Below these are fields for 'Regular Contribution' (a dollar sign followed by an empty input box), 'Donation From:' (a dropdown menu with 'Choose One'), 'Frequency:' (a dropdown menu with 'Choose One'), 'Start Date:' (an input box with '04/16/20' and 'mmdyy' next to it), and 'End Date:' (an empty input box with 'mm/dd/yy (optional)' next to it). At the bottom of this section is the text 'Click "next" to continue'.

2) The following page will be displayed:



The screenshot shows the same browser address bar and header as the previous page. Below the header, there is a 'Log In' section with 'Email Address:' and 'Password:' labels, each followed by an empty input box. Below these is a 'Log In' button. Underneath is a link for 'Forgot your Email Address or Password?'. Below that is a 'Create Your Profile' section with the text 'Creating a profile allows you to:' followed by a bulleted list: 'Set up/manage donations' and 'Track your donation history'. At the bottom of this section is a 'Create Profile' button.

3) Leave the Email and Password boxes blank and press the Create Profile button. The following page will be displayed:



Creekwood Church of Christ

First Name

Last Name

Address 1

Address 2

City

State

Zip

Phone Number

Email Address

Confirm Email Address

Enter Password

Re-Enter Password

Password requirements:

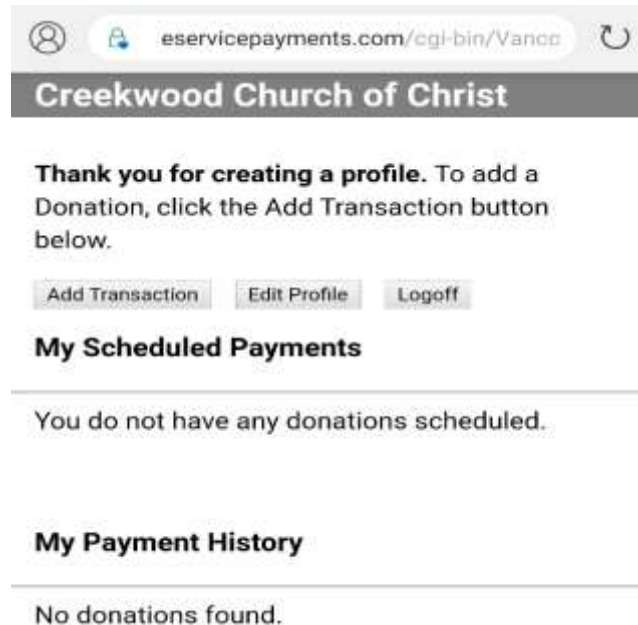
- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than * " or >

Register

4) Key all of the information requested including your password and press the Register button.

Note: Your password must follow all of the rules listed under the Password requirements shown on the screen.

5) The below screen will be displayed:



6) 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.

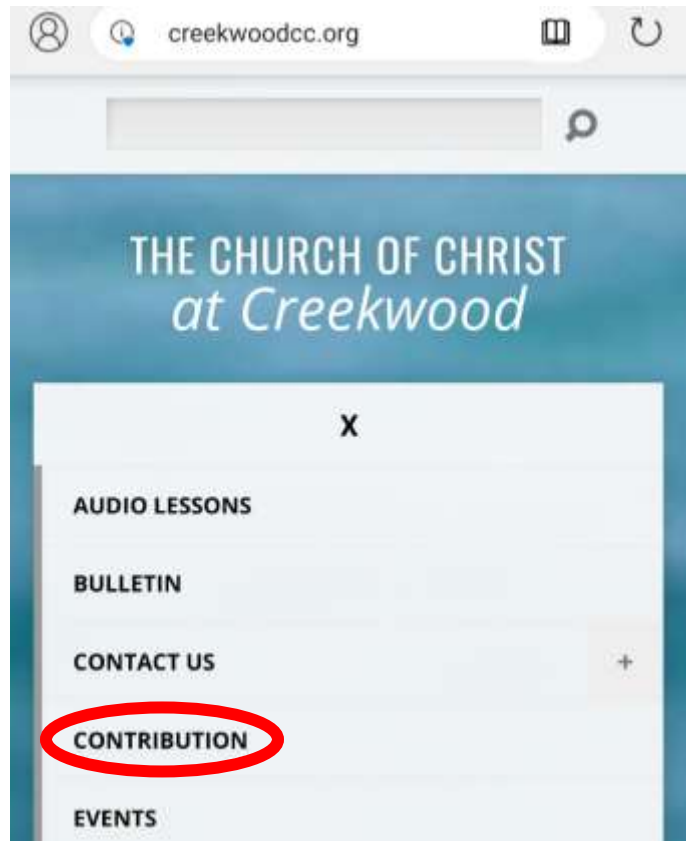
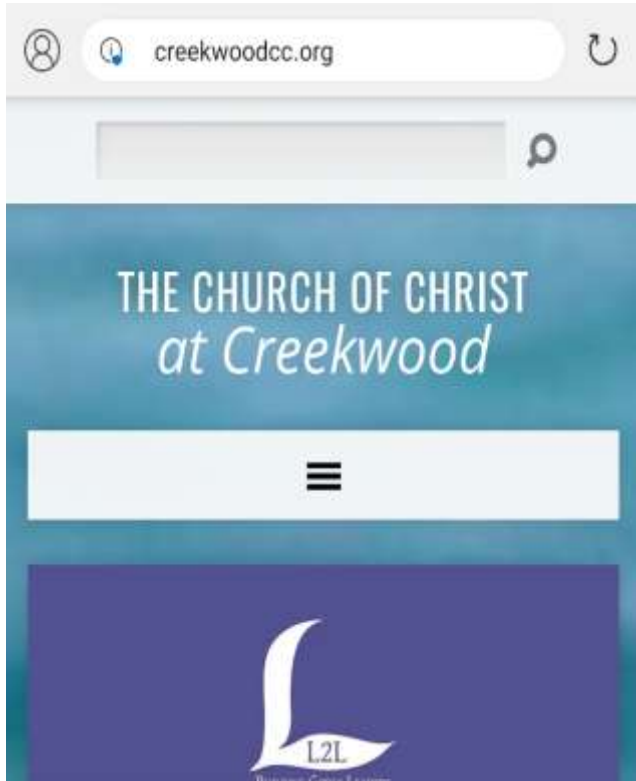
7) Press the Log Off button.

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.

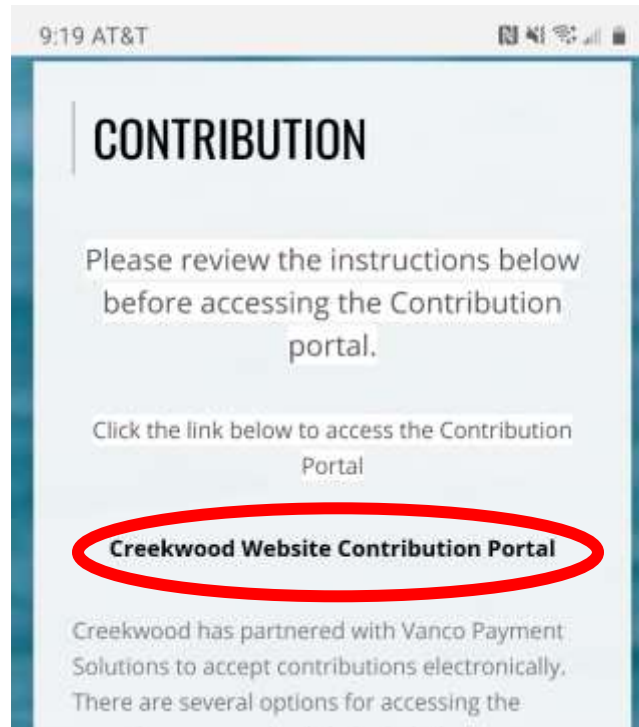
Steps to schedule donations using your Online Profile

Visit the Creekwood website (www.creekwoodcc.org).

If you are viewing this page from a mobile device, the menu may look like the left screenshot below. To view the menu items, you would press the menu button, which is the three horizontal lines in the white box. After you press the menu button, the menu will be displayed as shown in the right screenshot below:



Press the Contribution link. The below page will be displayed:



This page has a link to the Creekwood Website Contribution Portal.

Press the Creekwood Website Contribution Portal link and the below page will be displayed. You will need to login.

1) Press the Login/Create Profile button. The following page will be displayed:

Log In

Email Address:

Password:

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

Create Your Profile

Creating a profile allows you to:

- Set up/manage donations
- Track your donation history

2) Key your email address and password and press the Log In button.

3) The following screen will be displayed.

Note: The My Scheduled Transactions/My Scheduled Payments section will show any upcoming donations that you have scheduled. The My Transaction History/My Payment History section will show any donations you have made in the past.

My Scheduled Payments

You do not have any donations scheduled.

My Payment History

Date	Amount	
04/09/20	1.02	<input type="button" value="View Detail"/>

- 4) To schedule a donation, press the Add Transaction button. The following page will be displayed.

The screenshot shows a web browser window with the address bar displaying 'eservicepayments.com/cgi-bin/Vanca'. The page title is 'Creekwood Church of Christ'. Below the title, the heading 'Add Donation' is followed by 'Regular Contribution'. There is a text input field for the amount, preceded by a dollar sign '\$'. Below this is a horizontal line. Underneath, there are three dropdown menus: 'Donation From:' with 'Choose One' selected, 'Frequency:' with 'Choose One' selected, and 'Start Date:' with '04/17/20' and a red 'mmddy' label. Below these is 'End Date:' with an empty input field and a red 'mm/dd/yy (optional)' label. At the bottom, it says 'Click "next" to continue' and has two buttons: 'Back' and 'Next'.

- 5) Enter the amount you want to donate in the first box.
- 6) Press the drop-down box beside the words “Donation From” If this is the first time you are donating, the following three options will be presented: New Account - Checking, New Account – Savings, New Account - Credit/Debit Card. Press the circle beside the payment method you want to use.

This screenshot shows the 'Add Donation' page with the 'Donation From:' dropdown menu open. The menu lists several options, each with a radio button to its right. The options are: 'Choose One' (which is selected with a blue dot), 'Checking', 'New Account - Checking', 'Savings', 'New Account - Savings', 'Credit/Debit Card', and 'New Account - Credit/Debit Card'. The page header and other elements are visible in the background.

7) If you have previously set up a payment method, you would see that option in the Donation From drop-down box and you can choose that payment option, if desired.

8) 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)
- e) Semi-Monthly (Twice per month on the 1st and the 15th day of the 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 made based on the schedule you choose starting on the Start Date and ending on the End Date.

9) Start Date. Enter the date on which the donation should start.

Note: If you choose Semi-Monthly as the frequency, the date you enter must be on the 1st or 15th day of the month.

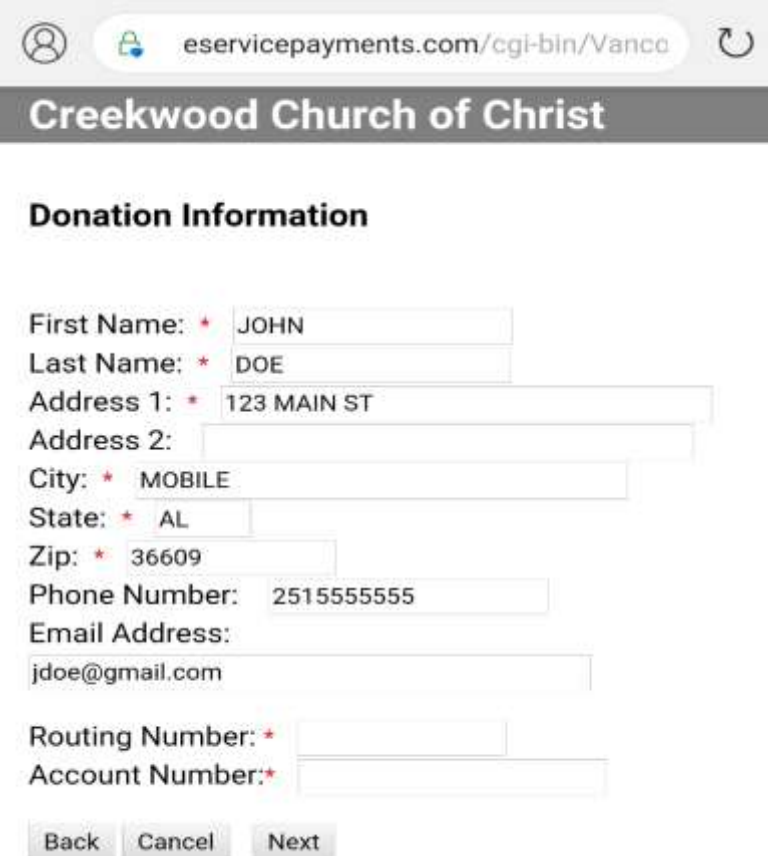
10) End Date. Enter the end date of your donations. This will be the last date on which money will be donated.

Note: If you choose One Time in the Frequency, any date you place in the End Date will be ignored. Only the Start Date will matter.

Note: If you choose a frequency other than One Time, and you do not enter an End Date, the donation will continue to occur indefinitely based on your chosen frequency.

11) Press the Next button.

- 12) If this is the first time you are making a donation, you will need to set up your payment details.
- a. If you chose the “New Account – Checking” option or the “New Account – Savings” option, enter your Routing and Account numbers on the below page.



The screenshot shows a web browser window with the address bar containing "eservicepayments.com/cgi-bin/Vanco". Below the address bar is a dark grey header with the text "Creekwood Church of Christ" in white. The main content area is titled "Donation Information" and contains a form with the following fields:

- First Name: * JOHN
- Last Name: * DOE
- Address 1: * 123 MAIN ST
- Address 2:
- City: * MOBILE
- State: * AL
- Zip: * 36609
- Phone Number: 2515555555
- Email Address: jdoe@gmail.com
- Routing Number: *
- Account Number: *

At the bottom of the form are three buttons: "Back", "Cancel", and "Next".

- b. If you chose the “New Account – Credit/Debit Card”, enter your card details on the below page.

eservicepayments.com/cgi-bin/Vanco

Creekwood Church of Christ

Donation Information

First Name: * JOHN
Last Name: * DOE
Address 1: * 123 MAIN ST
Address 2:
City: * MOBILE
State: * AL
Zip: * 36609
Phone Number: 2515555555
Email Address:
jdoe@gmail.com

Card Number: *
Card Verification Value (CVV2): *
Expiration Month: *
Expiration Year: *
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: *
Billing Zip: *

Back Cancel Next

Example:

If you key the following information:

Regular Contribution: \$100.00
Frequency: Weekly
Start Date: 1/3/2021
End Date: 12/26/2021

The result would be that \$100.00 would be contributed from your account 52 times. It would occur one time per week starting on 1/3/2021 and ending on 12/26/2021.

13) Press the Next button. The following confirmation page will be displayed:

3:57 AT&T

Creekwood Church of Christ

Please Confirm The Following Information

First Name: JOHN
Last Name: DOE
Address 1: 123 MAIN ST
Address 2:
City: MOBILE
State: AL
Zip: 36609
Phone Number: 251-555-5555
Email Address: jdoe@gmail.com

Regular Contribution: \$1.00
Your checking account will be debited on
04/21/20 for **\$1.00**

Account Type: Checking Account
Account Number:xxxxxx1234

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.

Back Cancel Process

- 14) Press the Process button. Your donation will then be processed and a confirmation page will be displayed:

3:58 AT&T 📶 📶 📶 📶

Your confirmation number is 306093954

Thank you for your Donation to Back to Summary
Creekwood Church of Christ
1901 Schillinger Rd S
Mobile, AL 36695
251-555-5555
United States- US

Member Information

Member ID: 1234567
First Name: JOHN
Last Name: DOE
Phone Number: 251-555-5555
Email Address: jdoe@gmail.com
Regular Contribution: \$1.00
Your checking account will be debited on
04/21/20 for **\$1.00**

Banking Information

Account Type: Checking Account
Account Number: xxxxxx1234
Recurring Transaction: No
Frequency: One Time

[Return to our Home Page](#)

Back to Summary

Note: The next time you visit the Donation Information page, your payment details will be saved from the prior session and you will not have to enter them again. For example, if on the first time you visit the page, you save your checking account payment details, the next time you visit this page, you would see something similar to the following in the “Donation From” drop-down box:

- Checking
 - New Account - Checking
 - XXXXXX1234
- Savings
 - New Account - Savings
- Credit/Debit Card
 - New Account - Credit/Debit Card

There would be a line listed under Checking that shows several “X” characters followed by the last four digits of your account number.

To use the same Checking Account again, you would just press the circle to the right of that line to select it.

In the example above, you would press the circle to the right of the line “XXXXXXXX1234”.