

## On-line giving for Trinity

1. Open Trinity's website – [www.trinityaurora.org](http://www.trinityaurora.org). You can also access this on your phone. Open your internet, type in [www.trinityaurora.org](http://www.trinityaurora.org). Tap on the More Tab, then on the On-Line Giving arrow and you will get to a screen like the one shown in 4. All other instructions apply.
2. Left Click on the On-Line Giving Tab in the upper right-hand side of the web page.
3. Right click on the [Click Here](#) link
4. The access Page will appear:

**Trinity Episcopal Church**

**Online Donation**

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

**Donations**

Thank you for visiting Trinity's On-Line Giving Page. Your support is deeply appreciated..

Operational Account - Pledge:

Easter Gifts:

Altar Guild Flowers:

Easter Flowers

**Total:** \$0.00

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

Donation Start Date:  mm/dd/yy

Donation End Date: (optional)  mm/dd/yy

**Log In** help

Email Address:

Password:

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

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**Create Your Online Profile**

[Privacy & Security](#)

5. Click on the Create Profile bottom in the lower right hand corner. (You will only have to create a profile once)
- 6.

**Trinity Episcopal 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 Trinity Episcopal 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](#)

7. Type in your Email address twice. They have to match! They have Once you have done this click on Continue. You will go to the Profile page.

**Trinity Episcopal Church**

[Return to our Home Page](#)

**Online Donation**

**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](#)

8. Fill this page out – make sure you can remember the password. Only the red lines are required. Once finished click on the Create Profile Button on the lower left-hand side.
9. After you have completed you profile, the program will send you an email to confirm that you are, in fact you. Once you have confirmed it, it will return you to the home page and you can log in and begin your donation. (It will return you to the page at the top of this document.) Please note that there are various categories displayed. You can donate to any you choose. These categories will change over the year.
10. Once there you will need to log in (upper right-hand side) with the email address and password you entered when you set up your account.
11. Once logged in you are able to make a donation. It can be one time or recurring. This stage is quite self-explanatory. Please note on the second page of the donation you will be asked if you want to contribute a little bit more to cover the cost to Trinity for your transaction. It is up to you.
12. Once finished submit the donation. You will receive an email confirmation of your donation. It will be charged to your account immediately and deposited in Trinity’s account once a week.

If you have any comments or something here is not clear, please let me know and I will again update this.

Thank you for your support of Trinity. We are truly blessed!

Rob Borchert

3-28-2020

[Rob@trinityaurora.org](mailto:Rob@trinityaurora.org)

630 897-7283