



# ***Vanco Mobile User Guide***

## Donate

Donate functionality is configured in the MyVanco application. If your organization is not a MyVanco customer, this feature may not be available for you. Contact your administrator if you have questions.

1. Tap **Donate** .
1. Enter the dollar amount.
2. Tap **Give to** and select the fund.
3. Tap **Frequency** and select the desired option.
4. If your donation is for a future date, or you are donating on a recurring basis, tap the **Starting {date}** field and select the applicable date.
5. Tap **Enter payment method** and select your **Payment method**. Or, if you have a stored payment method, tap **Payment method**, and make your selection.
6. Enter the payment information.

**NOTE:** If you are making a scheduled or recurring payment, you must select **Save this payment method**.

7. Tap **Use this card** or **Use this account**.
8. If you wish to help cover processing fees attached to payment processing, toggle **Cover processing fees** on. This option is only visible if your organization has enabled the feature.
9. Tap **Give** <\$dollar amount>.
10. To complete the process, tap **Submit**.

### View scheduled transactions

1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Transactions**.

Under the **Scheduled** tab, Vanco Mobile displays a listing of your scheduled transactions.

### Cancel a scheduled transaction

1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Transactions**.
3. Under the **Scheduled** tab, locate the transaction and tap **Cancel**.
4. Confirm your action by tapping **Yes, cancel**.

### View transaction history

1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Transactions**.
3. Tap the **History** tab.

## Save a payment method

If you are creating a scheduled or recurring transaction, Vanco Mobile requires that you save a payment method. This is done as you are creating the transaction.

1. Tap Donate .
2. Enter the dollar amount.
3. Tap **Give to** and select the fund.
4. Tap **Frequency** and select the desired option.
5. Tap **Enter payment method** and select your **Payment method**.
6. Enter the payment information.
7. Select **Save this payment method**.
8. Tap **Use this card** or **Use this account**.
9. Complete your transaction.

## View payment methods

1. From any screen within Vanco Mobile, tap the bar menu .
2. Tap **Payment methods**.

## Delete a payment method

You can delete a payment method if there are no scheduled or recurring transactions using that payment method.

1. From any screen within Vanco Mobile, tap the menu .
2. Tap **Payment methods**.
3. Tap the **x** next to the applicable payment method.
4. Confirm your action by tapping **Remove**.