

# Recurring Donations Processing in the St. John Vianney Online (ParishSoft) Giving Portal Conversion to St. Joan of Arc (Vanco) Giving Portal

As part of the transition to St. Joan of Arc Parish, we are streamlining our online giving processes across both churches. This affects the online process for those who give through a recurring bank transfer maintained in the St. John Vianney (ParishSoft) Giving portal. This process must move to the St. Joan of Arc (Vanco) Giving portal before December 31, 2026.

We would greatly appreciate your help with this transition by following the instructions below to convert your recurring gift account to be facilitated by the St. Joan of Arc (Vanco) Giving portal. This simple process consists of 3 easy steps, which this document will guide you through:

1. Create an online account with Vanco, the web-based giving portal being used by St. Joan of Arc (Lourdes has been using this portal for over 10 years).
2. Create a recurring gift in the St. Joan of Arc (Vanco) Giving portal.
3. Cancel your recurring gift in the St. John Vianney (ParishSoft) Giving portal.

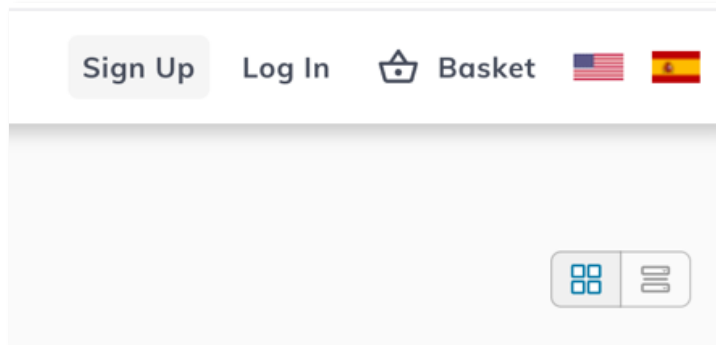
### **Step 1 of 3: Create your St. Joan of Arc (Vanco) Account**

Before you can set up your regular giving, you need to create your own Vanco account. To do this:

- 1) Click on this link to open the St. Joan of Arc (Vanco) Giving portal in your browser:

<https://secure.myvanco.com/L-ZDEB/home>

- 2) In the upper right-hand corner of the window, click on the “Sign Up” link.



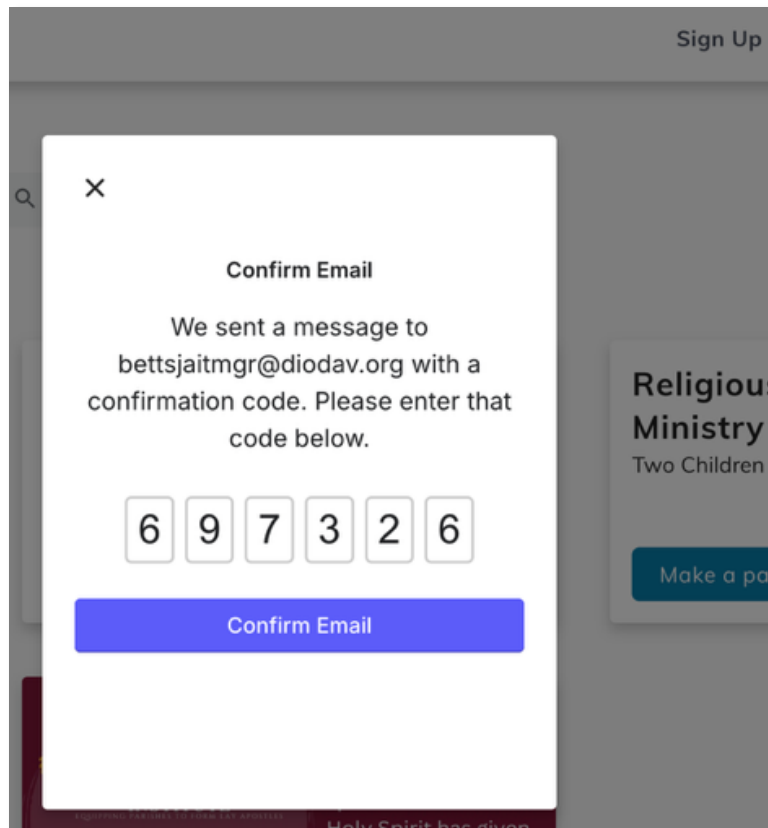
- 3) A pop-up window will appear in which you should enter your First Name, Last Name, Email Address and Password. Make sure your password:

- Is at least 8 characters long,
- Contains at least one upper case letter,
- Contains at least one number,
- Contains at least one special character - !@#\$%\*?

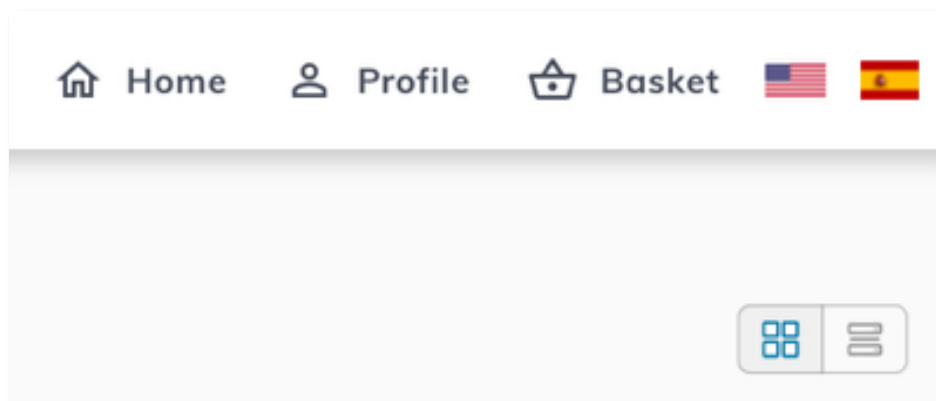
A screenshot of a 'Sign Up' pop-up window. The window has a close button (X) in the top left. It contains four input fields: 'First name' with the value 'Martin', 'Last name' with the value 'Corrigan', 'Email' with the value 'bettsjaitmgr@diodav.org', and 'Password' which is masked with dots. Below the password field is a green progress bar and the text 'Great password!'. At the bottom is a blue 'Create account' button. Below the button is a link: 'Already have an account? [Log in](#)'. The background shows a blurred view of the website with a 'Sign Up' button in the top right and a 'Religious Ministry' section on the right.

Then click on the “Create Account” button at the bottom of the pop-up.

- 4) For security purposes, an email will be sent to the address you entered in step 3 and a new pop-up window will appear asking for the code sent in this email (If the e-mail is not received in your normal Inbox, please check your Spam / Junk folder). Enter the code on this window and then click on the “Confirm Email” button.



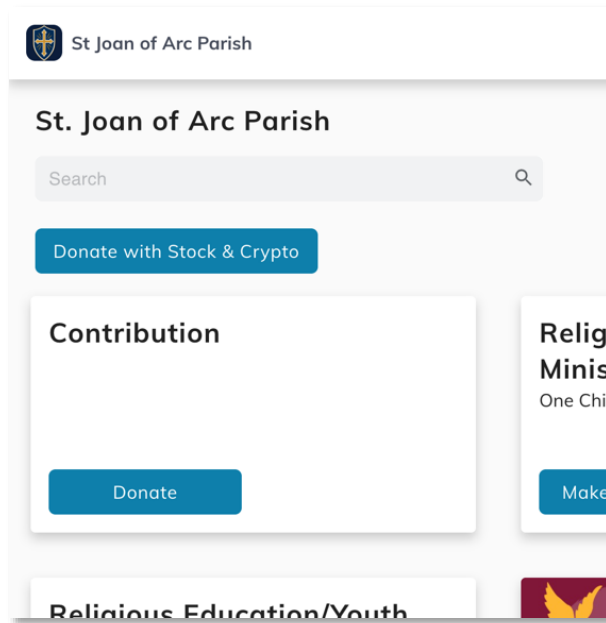
- 5) You will find yourself back on the main giving page, but in the upper right corner, there is now a new link called “Profile”. If you click this, you will see the details of your new Vanco account.



## **Step 2 of 3: Create your Recurring Gift in the St. Joan of Arc (Vanco) Giving Portal:**

Now that you have created a St. Joan of Arc (Vanco) account, it is time to set up your regular tithing. To do this:

- 1) Click on the blue “Donate” button on the “Contribution” tile (the upper leftmost tile on the screen).

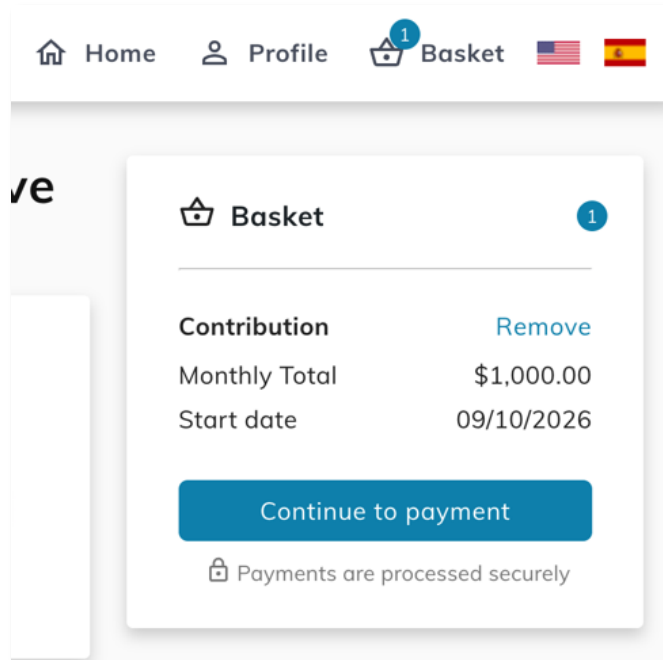


- 2) A pop-up window will appear for you to enter the details of your recurring contribution:

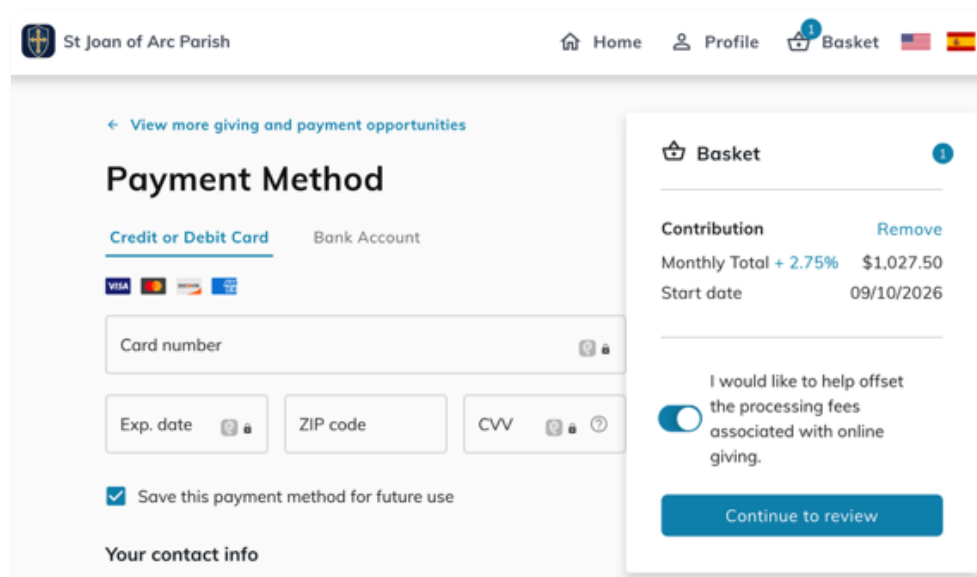
- Enter an amount to be transferred regularly,
- Select “Recurring”,
- Select the transfer frequency, here I have selected “monthly” but there are other options,
- Select a start date for the first transaction to be processed,
- Click on “Add to Basket”

A screenshot of the recurring contribution form. The form is titled "Contribution" and includes fields for "Amount" (set to \$1000.00), "Frequency" (set to Monthly), and "Start date" (set to 09/10/2026). There are two radio buttons for "One time" and "Recurring", with "Recurring" selected. A blue "Add to Basket" button is at the bottom. The background shows the parish logo and navigation links for "Home", "Profile", and "Basket".

- 3) You will be back on the home screen, and your basket will have appeared in the upper right corner. Look it over and click on “Continue to Payment”.



- 4) A “Payment Method” screen will appear. You have two choices, both of which appear under the title: “Credit or Debit Card” or “Bank Account”. **Note** that there is a choice you can make: to have your recurring donation cover the processing costs. It is selected in both screen shots below. Note that there is a difference in how much is charged per transaction between credit card and bank ACH processing.



St Joan of Arc Parish

Home Profile Basket

[View more giving and payment opportunities](#)

## Payment Method

Credit or Debit Card **Bank Account**

Account number

Routing number

Account type  
Checking account

☐ I accept and acknowledge that this payment is subject to NACHA Rules. [Learn more](#)

☒ Save this payment method for future use

**Basket**

**Contribution** [Remove](#)

Monthly Total + 0.5% \$1,005.00

Start date 09/10/2026

☒ I would like to help offset the processing fees associated with online giving.

[Continue to review](#)

- 5) Complete all the fields for the payment method you have chosen. If you have chosen to pay by bank withdrawal, also check the box that you understand NACHA (National Automated Clearing House Association). Then provide contact information in the context of your payment method. Then click the “Continue to Review” button in the basket tile on the right side of the screen.
- 6) A “Contribution Summary” window will appear. Make sure all details are correct, then click “Submit”

St Joan of Arc Parish

Home Profile Basket

**Contribution** [Remove](#)

Monthly Total + 0.5% \$1,005.00

Start date 09/10/2026

**Payment method** [Change](#)

Checking account ending in [redacted]

[Submit](#)

Payments are processed securely

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

- 7) You have completed the setup for the new St. Joan of Arc (Vanco) Giving portal. Now you are ready to move on to Step 3 to stop your current St. John Vianney (ParishSoft) recurring gift.

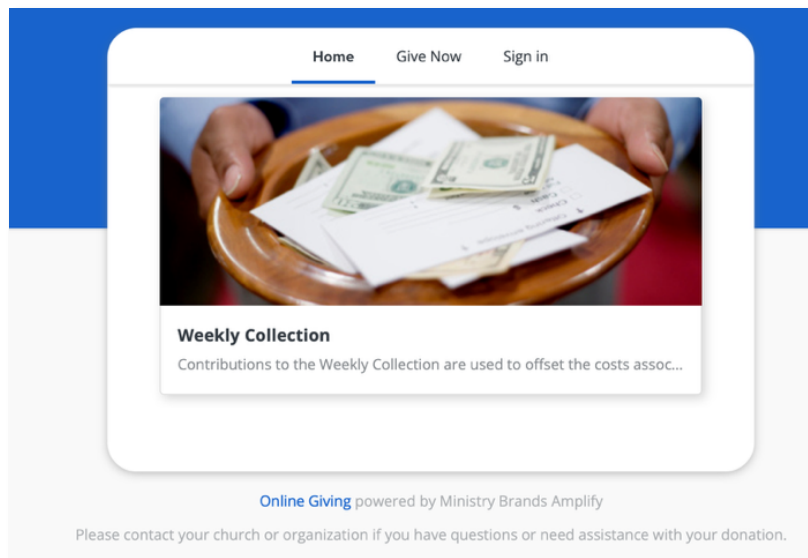
### **Step 3 of 3: Cancel your recurring gift in the St. John Vianney (ParishSoft) Giving Portal**

Once you have successfully set up your new St. Joan of Arc (Vanco) account and your new recurring donation, it is time to remove your old payment schedule from the St. John Vianney (ParishSoft) Giving portal. To do this:

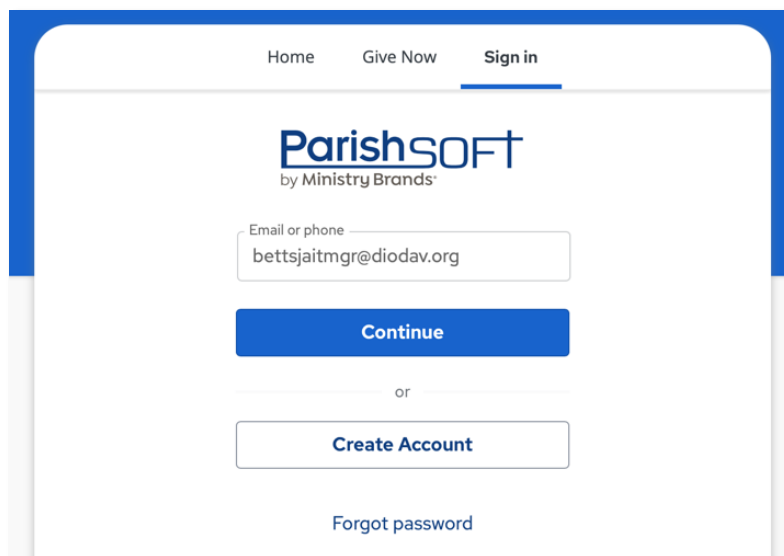
- 1) Follow this link to access the portal:

<https://giving.myparishsoft.io//app/giving/WeShare-20001062?tab=home>

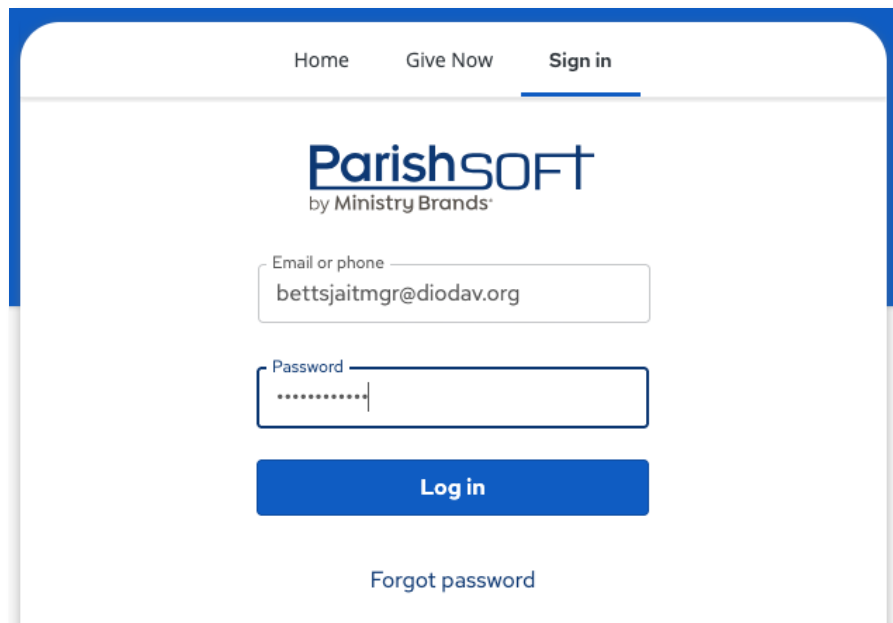
- 2) The St. John Vianney (ParishSoft) Giving portal window will appear. Click on “Sign In” in the upper right corner above the “Weekly Collection” tile.



- 3) Enter either your email or phone number, whichever you used to set up the account. Then click on “Continue”:

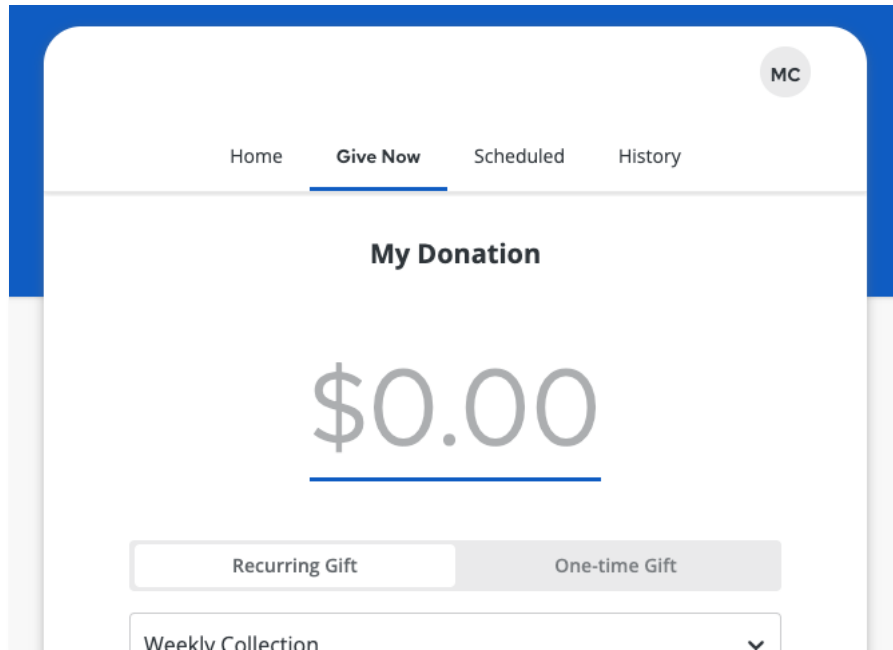


4) Enter your password, then click on “Log in”:



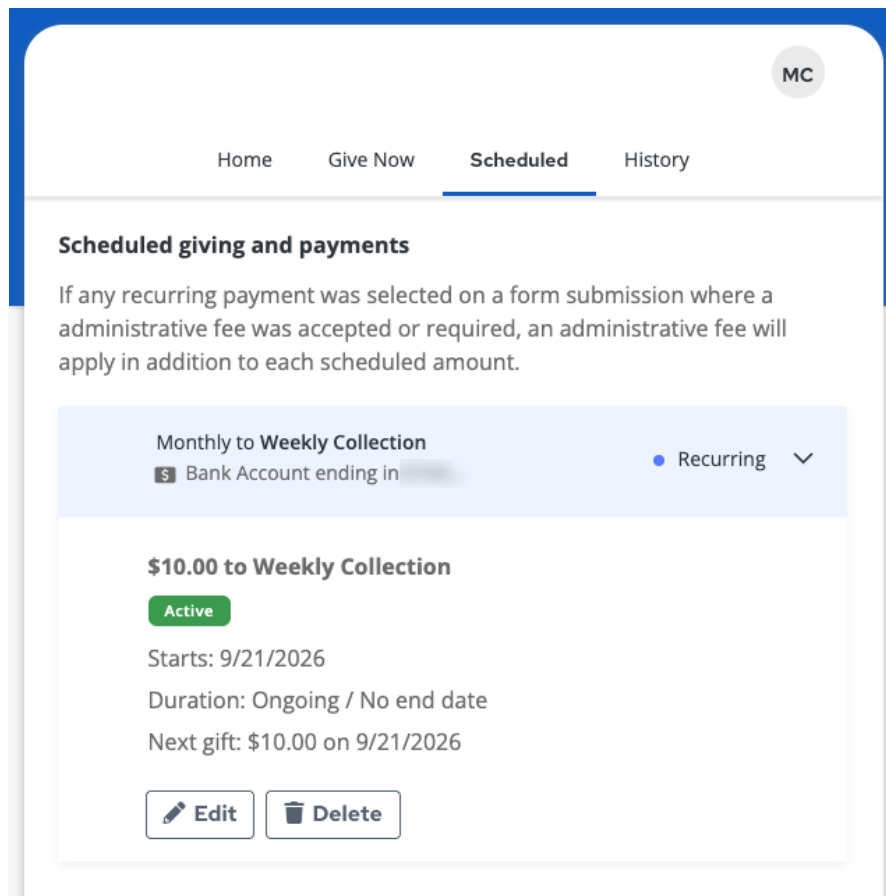
The image shows the login page of ParishSOFT. At the top, there is a navigation bar with three links: "Home", "Give Now", and "Sign in". The "Sign in" link is underlined. Below the navigation bar is the ParishSOFT logo, which includes the text "by Ministry Brands". Under the logo, there are two input fields. The first is labeled "Email or phone" and contains the email address "bettsjaitmgr@diodav.org". The second is labeled "Password" and contains a series of dots. Below these fields is a blue button labeled "Log in". At the bottom of the form, there is a link labeled "Forgot password".

5) You will now be on the main Donation screen. Click on “Scheduled” from the top menu:

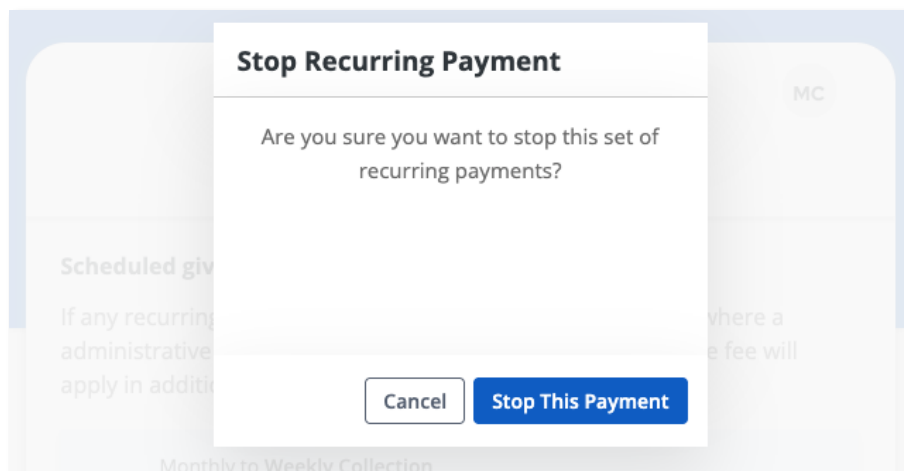


The image shows the "My Donation" screen in ParishSOFT. At the top, there is a navigation bar with four links: "Home", "Give Now", "Scheduled", and "History". The "Give Now" link is underlined. In the top right corner, there is a circular profile icon with the letters "MC". Below the navigation bar, the title "My Donation" is displayed. Underneath the title, the amount "\$0.00" is shown in a large font. Below the amount, there are two buttons: "Recurring Gift" and "One-time Gift". The "Recurring Gift" button is highlighted. Below these buttons, there is a dropdown menu with the text "Weekly Collection" and a downward arrow.

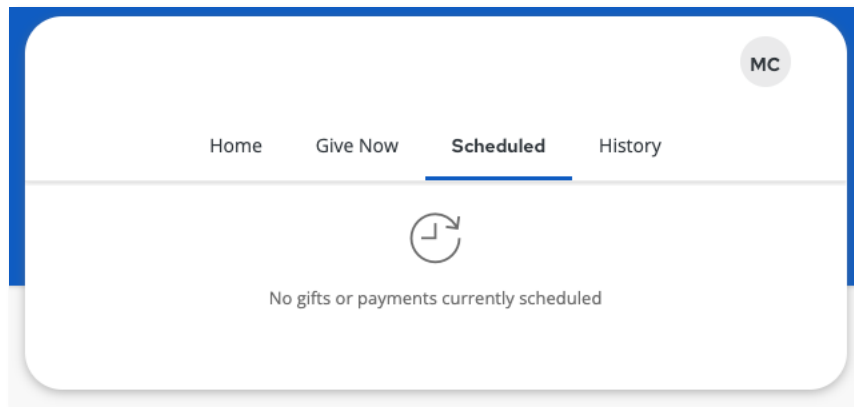
- 6) You should see an overview screen of your recurring gift(s) schedule. Click on the “Delete” button at the bottom:



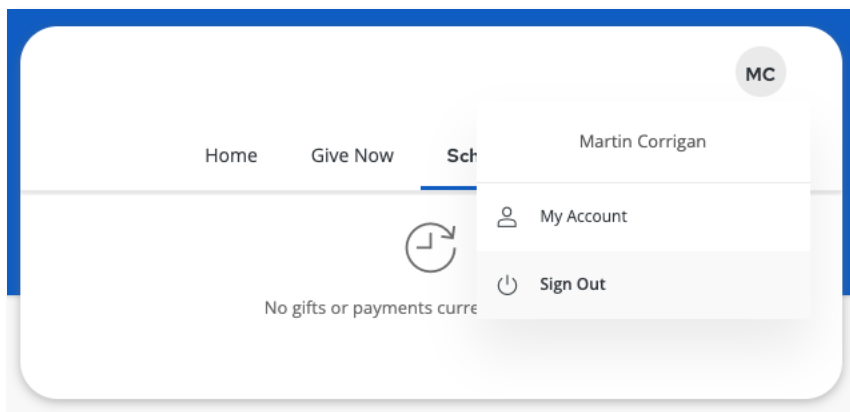
- 7) A popup will appear asking whether you are sure you want to stop this recurring payment. Click on the blue “Stop This Payment” button.



- 8) You should now be back on the overview screen for recurring gifts, and this time it should show that there are none. If there are still more recurring gifts shown, repeat steps 6 and 7 until this screen looks like this:



- 9) Click on the circle in the upper right corner of the giving screen (contains “MC” in this picture). A menu will appear. Click on “Sign Out”.



- 10) If you just deleted multiple recurring payments, possibly for ongoing donations to Haiti, The Catholic Messenger, the ADA (Diocesan Appeal), or other causes, and you did not add those donations in the second step of this conversion process, please revisit **Step 2 of 3: Create your Recurring Gift in the St. Joan of Arc (Vanco) Giving Portal** and add these to your new St. Joan of Arc (Vanco) account. There should be tiles for these donations as well.

You are done! Thanks so much for taking the time to convert your regular giving to our new system. Again, if you have any questions, please reach out to Nick Steinke at the church office directly either via email at [bettsjafin@diodav.org](mailto:bettsjafin@diodav.org) or by calling 563-332-7910 ext. 111.