

# Transition Guide

## How to Cancel Giving with Vanco

■ Log into the Vanco eservice payments page using this link:

■ In the **My Scheduled Transactions** area, click **Delete** for the recurring payment.

■ Click on the **Edit Account** button.

■ Click on the **Delete** button. You will see a confirmation screen pop up asking if you're sure you want to delete this account. Click **OK**.

■ You will now see a **"No accounts to edit"** message in the window. Your information has now been deleted from Vanco and you are ready to start giving with Flocknote!

## Almost there!

*Let's get you rollin' for Giving with Flocknote!*

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## How to set up recurring giving with



- Visit your Church's online giving page using this link:
- Select the fund you'd like to make a payment to.
- Click the **Make Recurring** checkbox to create a recurring gift.
- Adjust your recurring schedule and time frame.
- From there, fill out your contact information and/or log into Flocknote. *You don't have to log in to give!*
- Finally, add your payment method (ACH or Credit Card) and click **Donate Securely**.

You did it!

***You are all set and good to go with Flocknote***

*Questions? Reach out to us at [help@flocknote.com](mailto:help@flocknote.com).*