



SERVICE CENTER INSTRUCTIONS



ELCA Online Service Center (Making Online Gifts)

The Service Center is available 24 hours a day, 7 days a week at
https://www.vancoservices.com/secure/ELCA_Login.htm.

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Contact Information

CLIENT SERVICES DEPARTMENT:

Local Phone..... 952-983-8660
Toll-Free..... 800-675-7430

cs@vancoservices.com

MAILING ADDRESS:

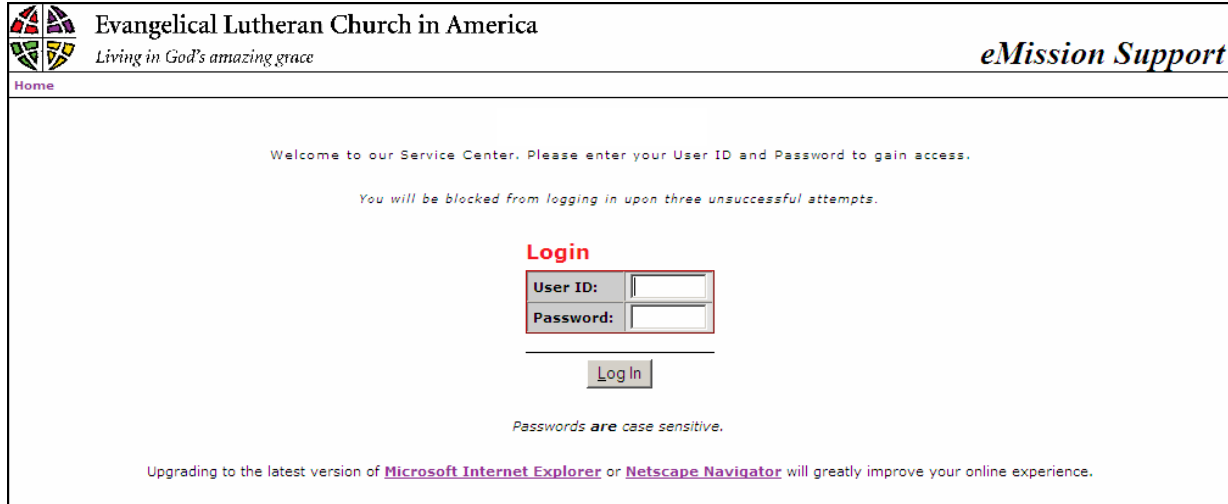
Vanco Services, LLC
12600 Whitewater Drive, Suite 200
Minnetonka, MN 55343



1. Login

The Service Center Login page is where users type in their eight-character User ID and eight-character, case-sensitive Password. When a password expires, an email will be sent with a temporary password and a notification prompting the user to update their password. If you need to request a User ID, please call your synod administrator.

Click the [Log In](#) button once you have entered your User ID and Password in the appropriate fields.



The screenshot shows the login page for the Evangelical Lutheran Church in America. At the top left is the church logo and the text "Evangelical Lutheran Church in America" and "Living in God's amazing grace". At the top right is the text "eMission Support". Below the header is a "Home" link. The main content area contains a welcome message: "Welcome to our Service Center. Please enter your User ID and Password to gain access." followed by a warning: "You will be blocked from logging in upon three unsuccessful attempts." Below this is a "Login" section with two input fields: "User ID:" and "Password:". Below the fields is a "Log In" button. At the bottom of the login section, it says "Passwords are case sensitive." and a note: "Upgrading to the latest version of Microsoft Internet Explorer or Netscape Navigator will greatly improve your online experience."

2. Service Center Home Page

Click on the link [Mission Support](#) from the menu bar at the top of the Service Center Home Page.



The screenshot shows the Service Center Home Page for the Evangelical Lutheran Church in America. At the top left is the church logo and the text "Evangelical Lutheran Church in America" and "Living in God's amazing grace". At the top right is the text "eMission Support". Below the header is a menu bar with links: "Home", "Mission Support", "Admin", and "Logoff". The main content area features a green heading: "Welcome to the New Jersey Synod Online Service Center". Below this is a purple link: "To make gifts for Mission Support click on Mission Support above." The text below reads: "The Service Center is where your congregation goes to easily make gifts related to the New Jersey Synod. Your Congregation's Gifts can be sent by Internet at any time of the day that is convenient to you. Please contact us with any questions you may have about the Service Center." Below this is "Contact Information:" followed by "Beth Peroni, bperoni@njsynod.org". At the bottom left is the "NEW JERSEY Synod" logo and the text "SHARING THE MISSION AND MINISTRY OF THE LUTHERAN CHURCH".

3. Mission Support Home Page

Click on the link [Make Gifts](#) from the Mission Support menu bar.

4. Select Funds


In the new window that appears, select the funds for which you would like to make a gift and click the **Next** button. To search for a specific fund press **Ctrl + F** and type in the fund number or any portion of the fund name.

Mission Support		
<input checked="" type="checkbox"/>	MS - Mission Support	
NJ Synod Designated Gifts		
<input type="checkbox"/>	1A - A/V Film Contributions	<input checked="" type="checkbox"/> 1B - AIDS-Africa Special Offering
<input type="checkbox"/>	1D - Bishops Discretionary Fund	<input type="checkbox"/> 1E - Higher Ed. Namibia
<input type="checkbox"/>	1G - NJ Synod Special Gifts	<input type="checkbox"/> 1H - Latino Ministry Support
<input type="checkbox"/>	1M - Mission Partners-NJ	<input type="checkbox"/> 1N - New Providence
<input type="checkbox"/>	1R - Cross Roads Campaign	<input type="checkbox"/> 1S - SALT Assistantships
<input type="checkbox"/>	1U - Myrnyak-Fish Farming	<input type="checkbox"/> 1W - Wurffel Contributions
<input type="checkbox"/>	1Z - Unrestricted Reserves	<input type="checkbox"/> 2A - Youth Event-2A
<input type="checkbox"/>	2C - Youth Event-2C	<input type="checkbox"/> 2D - Youth Event-2D
<input type="checkbox"/>	2Z - Youth Event General	<input type="checkbox"/> 3A - Assembly
<input type="checkbox"/>	3L - Lutheran Social Min.,NJ	<input type="checkbox"/> 3P - Prev-Yr Mission Support
<input type="checkbox"/>		<input type="checkbox"/> 1C - Clearance
<input type="checkbox"/>		<input type="checkbox"/> 1F - Fund for Mission Development
<input type="checkbox"/>		<input type="checkbox"/> 1L - Lutheran Office Governl Min.
<input type="checkbox"/>		<input type="checkbox"/> 1P - Compensation Aid Fund-NJ Synod
<input type="checkbox"/>		<input type="checkbox"/> 1T - Philadelphia Theological Seminary
<input type="checkbox"/>		<input type="checkbox"/> 1X - Vision For Mission-1X
<input type="checkbox"/>		<input type="checkbox"/> 2B - Youth Event-2B
<input type="checkbox"/>		<input type="checkbox"/> 2Y - Youth Staff Support
<input type="checkbox"/>		<input type="checkbox"/> 3C - Conference on Congressional Ministries
<input type="checkbox"/>		<input type="checkbox"/> 9Z - New Providence-Adjustment
ELCA Designated Gifts		
<input checked="" type="checkbox"/>	A4 - World Hunger and (LWA)	<input type="checkbox"/> A5 - Lutheran World Relief/World Hunger
<input type="checkbox"/>	AG - World Hunger-Peli-Can	<input type="checkbox"/> B3 - International Disaster-So. Asia Tsumi
<input type="checkbox"/>	D8 - Disaster Response Fund General	<input type="checkbox"/> D9 - International Disaster-General
<input type="checkbox"/>	DS - Domestic Disaster Response General	<input type="checkbox"/> E7 - Domestic Disaster-Hurricane Relief
<input type="checkbox"/>	G7 - International Disaster-Iraq War Relief	<input type="checkbox"/> GM - Global Mission
<input type="checkbox"/>	IM - Mission Partners-ELCA	<input type="checkbox"/> IY - Vision For Mission-IY
<input type="checkbox"/>	MP - Mission Partners	<input type="checkbox"/> NB - Reinis, Austria
<input type="checkbox"/>	SA - WH- Stand for Africa	<input type="checkbox"/> SU - Deal, Stephen
<input type="checkbox"/>	W4 - Stand for Africa AIDS	<input type="checkbox"/> AF - Native American Ministry
<input type="checkbox"/>		<input type="checkbox"/> B8 - AIDS/AIDS Orpan
<input type="checkbox"/>		<input type="checkbox"/> DG - Designated Gifts (General)
<input type="checkbox"/>		<input type="checkbox"/> G3 - Domestic Disaster-September 11th Attack
<input type="checkbox"/>		<input type="checkbox"/> IB - Special Needs Retirement (CA)
<input type="checkbox"/>		<input type="checkbox"/> LV - Lutheran Vespers
<input type="checkbox"/>		<input type="checkbox"/> PQ - Cliff and Mitesiada Lewis
<input type="checkbox"/>		<input type="checkbox"/> T4 - Grafton, David and Karla
Miscellaneous		
<input checked="" type="checkbox"/>	999 - Miscellaneous	

5. Enter Gift Amounts

Select the appropriate month for which your gifts are being sent from the drop down list at the top, enter the payment amount for each fund with a note (optional) and click the **Next** button.

NOTE: When selecting a month for your gifts, keep in mind that it is for informational purposes only and cannot be used for scheduling future gifts.



Evangelical Lutheran Church in America
Living in God's amazing grace

eMission Support


Enter Gifts

Gifts For: August

Fund ID	Fund Name	Amount
Mission Support		
MS	Mission Support	100.00
Note: <input style="width: 90%;" type="text"/>		
NJ Synod Designated Gifts		
1B	AIDS-Africa Special Offering	50.00
Note: <input style="width: 90%;" type="text"/>		
ELCA Designated Gifts		
A4	World Hunger and (LWA)	100.00
Note: <input style="width: 90%;" type="text"/>		
Miscellaneous		
999	School funding	100.00
Note: <input style="width: 90%;" type="text"/>		
999		0.00
Note: <input style="width: 90%;" type="text"/>		
999		0.00
Note: <input style="width: 90%;" type="text"/>		
999		0.00
Note: <input style="width: 90%;" type="text"/>		
999		0.00
Note: <input style="width: 90%;" type="text"/>		

6. Confirm Gifts

Confirm the total dollar amount to be debited from your account and click the **Save** button if the amount is correct.



Evangelical Lutheran Church in America
Living in God's amazing grace

eMission Support

Confirm Gifts

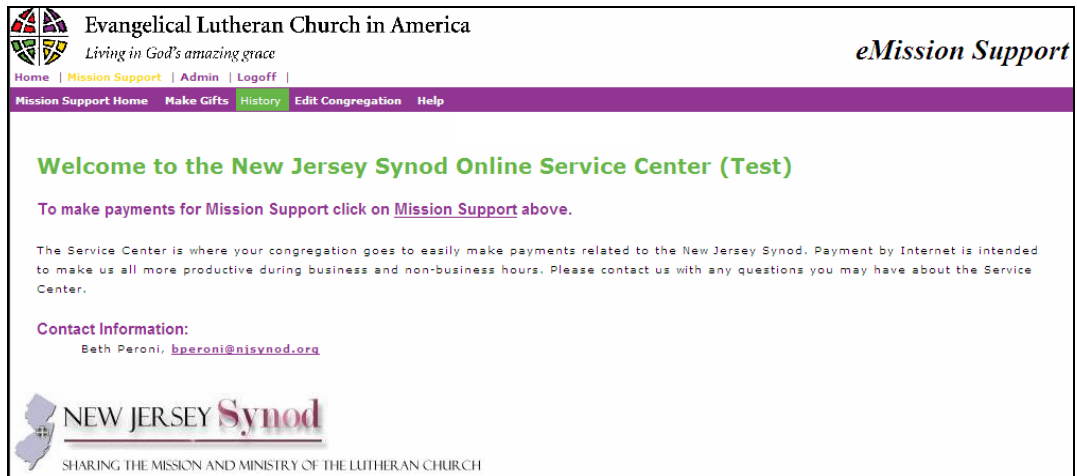
Gifts For: August

Fund ID	Fund Name	Amount
Mission Support		
MS	Mission Support	100.00
Note: <input style="width: 90%;" type="text"/>		
		Sub Total: 100.00
NJ Synod Designated Gifts		
1B	AIDS-Africa Special Offering	50.00
Note: <input style="width: 90%;" type="text"/>		
		Sub Total: 50.00
ELCA Designated Gifts		
A4	World Hunger and (LWA)	100.00
Note: <input style="width: 90%;" type="text"/>		
		Sub Total: 100.00
Miscellaneous		
999	School funding	100.00
Note: <input style="width: 90%;" type="text"/>		
		Sub Total: 100.00
		Total: 350.00

\$350.00 will be debited from account on 07/06/05

7. View History of Gifts

- 7.1. Click on the link [History](#) from the Mission Support menu bar.



Evangelical Lutheran Church in America
Living in God's amazing grace

Home | [Mission Support](#) | Admin | Logoff |

Mission Support Home Make Gifts **History** Edit Congregation Help

Welcome to the New Jersey Synod Online Service Center (Test)

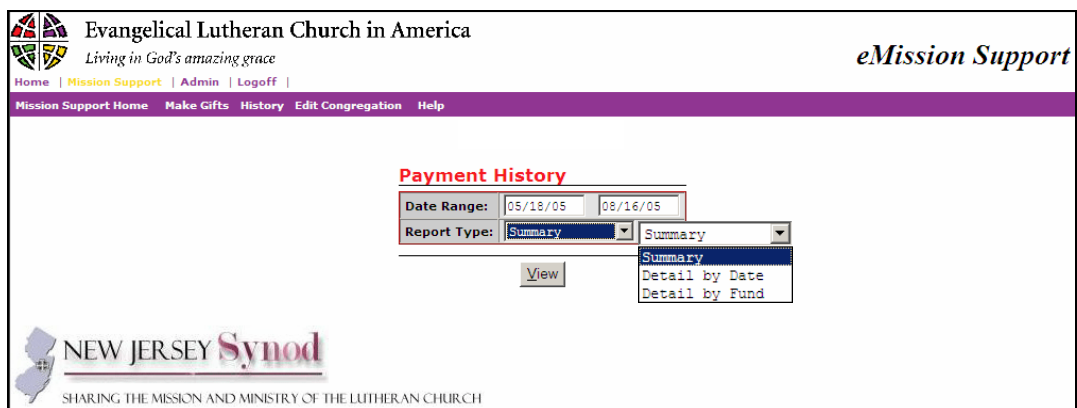
To make payments for Mission Support click on [Mission Support](#) above.

The Service Center is where your congregation goes to easily make payments related to the New Jersey Synod. Payment by Internet is intended to make us all more productive during business and non-business hours. Please contact us with any questions you may have about the Service Center.

Contact Information:
Beth Peroni, bperoni@njsynod.org

NEW JERSEY Synod
SHARING THE MISSION AND MINISTRY OF THE LUTHERAN CHURCH

- 7.2. Enter the date range for your history search if different from the default range, then select the report type you would like to view and click the **View** button.



Evangelical Lutheran Church in America
Living in God's amazing grace

Home | [Mission Support](#) | Admin | Logoff |

Mission Support Home Make Gifts **History** Edit Congregation Help

Payment History

Date Range: 05/18/05 08/16/05

Report Type: Summary

- Summary
- Detail by Date
- Detail by Fund

View

NEW JERSEY Synod
SHARING THE MISSION AND MINISTRY OF THE LUTHERAN CHURCH