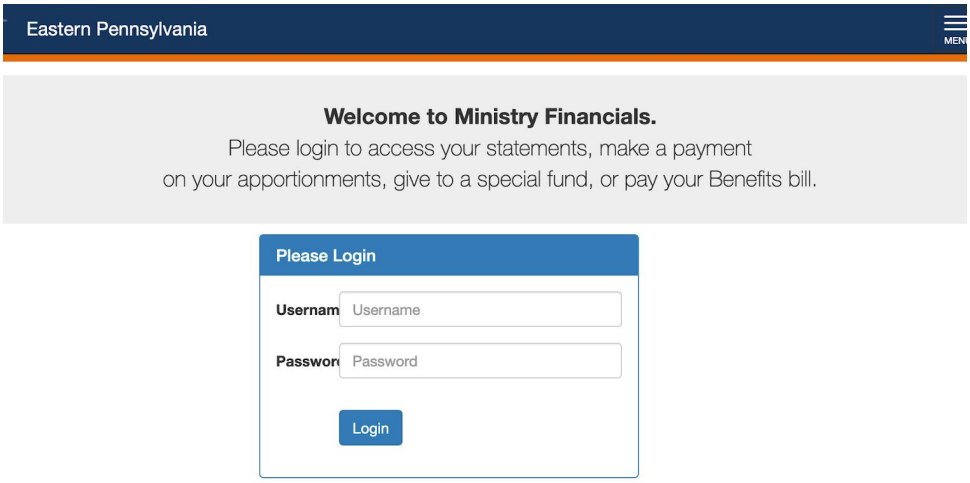
Mission Connect: Ministry Financials
Getting Started

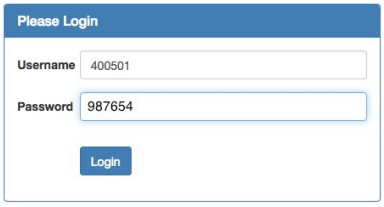
Accessing the Web Site

1. Go to the following web page: https://umcdata.net/ep

The login page should look like this.

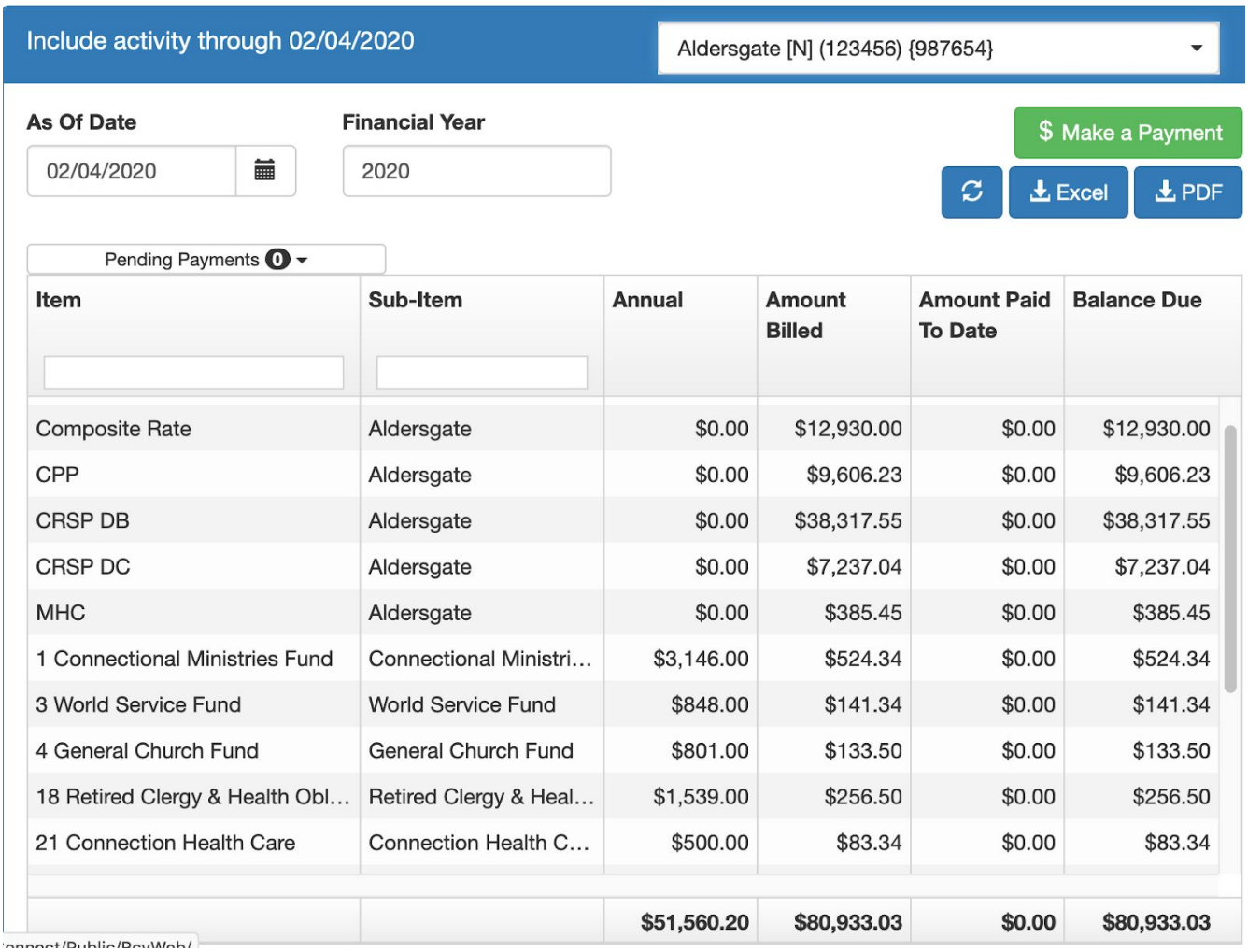


2. Log in using your church GCFA # as the Username, and your conference church number as the password. These numbers may be found on your printed Church Statement. You may contact the Conference Office if you are uncertain of your account login.



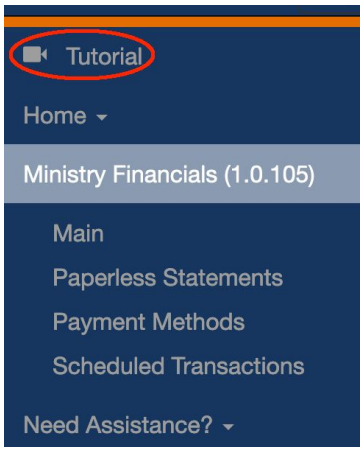
Learning about the various features

3. You should then see a page that looks something like this, with your church name at the top.



Item	Sub-Item	Annual	Amount Billed	Amount Paid To Date	Balance Due
Composite Rate	Aldersgate	$0.00	$12,930.00	$0.00	$12,930.00
CPP	Aldersgate	$0.00	$9,606.23	$0.00	$9,606.23
CRSP DB	Aldersgate	$0.00	$38,317.55	$0.00	$38,317.55
CRSP DC	Aldersgate	$0.00	$7,237.04	$0.00	$7,237.04
MHC	Aldersgate	$0.00	$385.45	$0.00	$385.45
1 Connectional Ministries Fund	Connectional Ministri…	$3,146.00	$524.34	$0.00	$524.34
3 World Service Fund	World Service Fund	$848.00	$141.34	$0.00	$141.34
4 General Church Fund	General Church Fund	$801.00	$133.50	$0.00	$133.50
18 Retired Clergy & Health Obl…	Retired Clergy & Heal…	$1,539.00	$256.50	$0.00	$256.50
21 Connection Health Care	Connection Health C…	$500.00	$83.34	$0.00	$83.34
		$51,560.20	**$80,933.03**	**$0.00**	**$80,933.03**

4. Click the MENU button in the upper right to open the menu. Select the picture of the video camera to view the video. It will explain each portion of the page.



We highly recommend that you view this video for this page. In particular, please note the

following:

- A row for each Apportioned Fund is listed, as well as any special giving by your church in the current calendar year.
- At the bottom there is a row of totals, from which you can see the total amount due for all funds.
- The Excel and PDF buttons will print a snapshot of all of the church's accounts as of the current date.
- From the Monthly Statements box on the right, you may download any of the statements listed. These statements are the same statements that have been mailed out in the past, so they should be familiar to you. The balances there will be the month end balances, which are not necessarily the same as the current balances as shown in the grid if you made a payment in the current month. Please note that it takes 2-3 days for payments to be posted, and updated in the grid.

Making a Payment

To make an online payment, click on the "Make a Payment" button.

5. We highly recommend that you view the video for this page. Click on the Menu button in the upper right corner, and select the Video Camera icon to view the video.

In particular, please note the following:

- An additional column now appears in the grid, on the far right. This is where you can specify how much money to pay for each fund or benefits item that is due.
- You may select one of the amounts designated beside "Pay this Amount" at the top left. Or you may enter a specific amount that you wish to pay.
- You may pay your apportionments, and donate to special giving causes combining these into a single payment.
- For instance, to pay all apportioned funds, click the checkbox beside "All". The amount will appear in the "Amount to Apply" box. Then click the "Apply" button, and you will see the amount applied to each fund where a payment is due, in the column at the far right of the grid.

Special Giving

- You may also pay amounts for Special Giving. These amounts may be designated for Conference Advance Funds, or for General Church Advance funds.
- First, make sure that all checkboxes for specific payments are cleared, and the Amount to Apply is set to zero.
- Then click the "Add Special Giving" button.
- Select a Fund, and enter an Amount. Some funds may ask you to select a project from a list. When ready, click the "Add" button.
- Your Special Giving payment will appear on the bottom row of the grid, and your Total Payment will include all amounts you have paid (Apportionments and Special Giving). You may need to scroll down to see it.

When you have entered all portions of your payment and the Total Payment amount is what you

intend to pay, click the “Continue” button below the grid on the right.

Completing Your Payment

You may pay by online electronic payment directly from a bank checking or savings account. You may also pay by check.

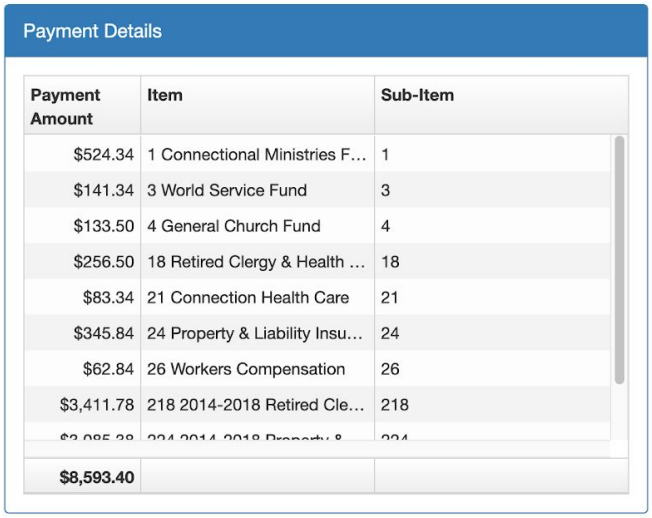
To pay online...

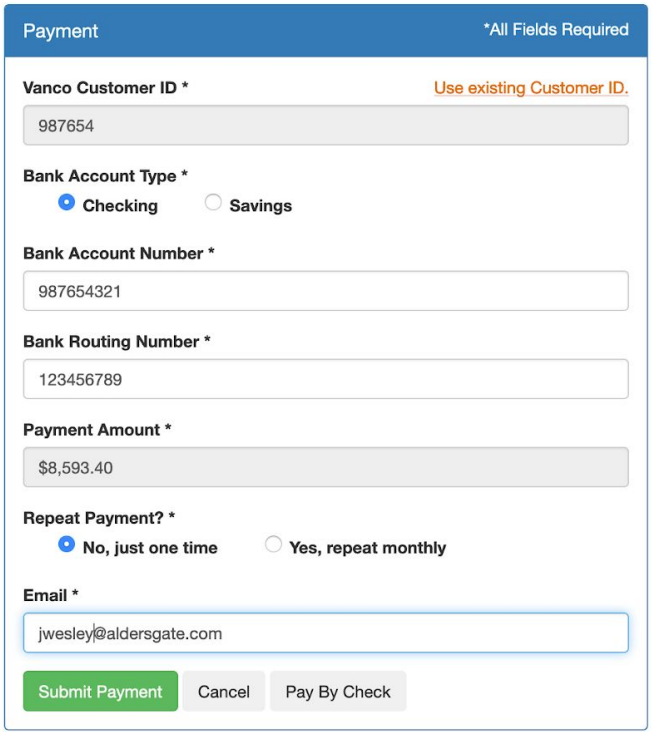
*If you see a number in the Vanco Customer ID box, skip to **Submitting Your Payment** below.*

Creating Your Church Vanco Account and Making Your First ACH Payment

If you do not see a number in the Vanco Customer ID box to pay by ACH (electronic payment from a bank account), you can set one up when you make your first payment. You will need the bank's routing number and the church's bank account number for the bank account from which you want your payment withdrawn.

Your payment page will look like this.





Click the link at the top of the box on the right that says “Need to create a Customer ID?”. Enter the requested information into the fields on the right.

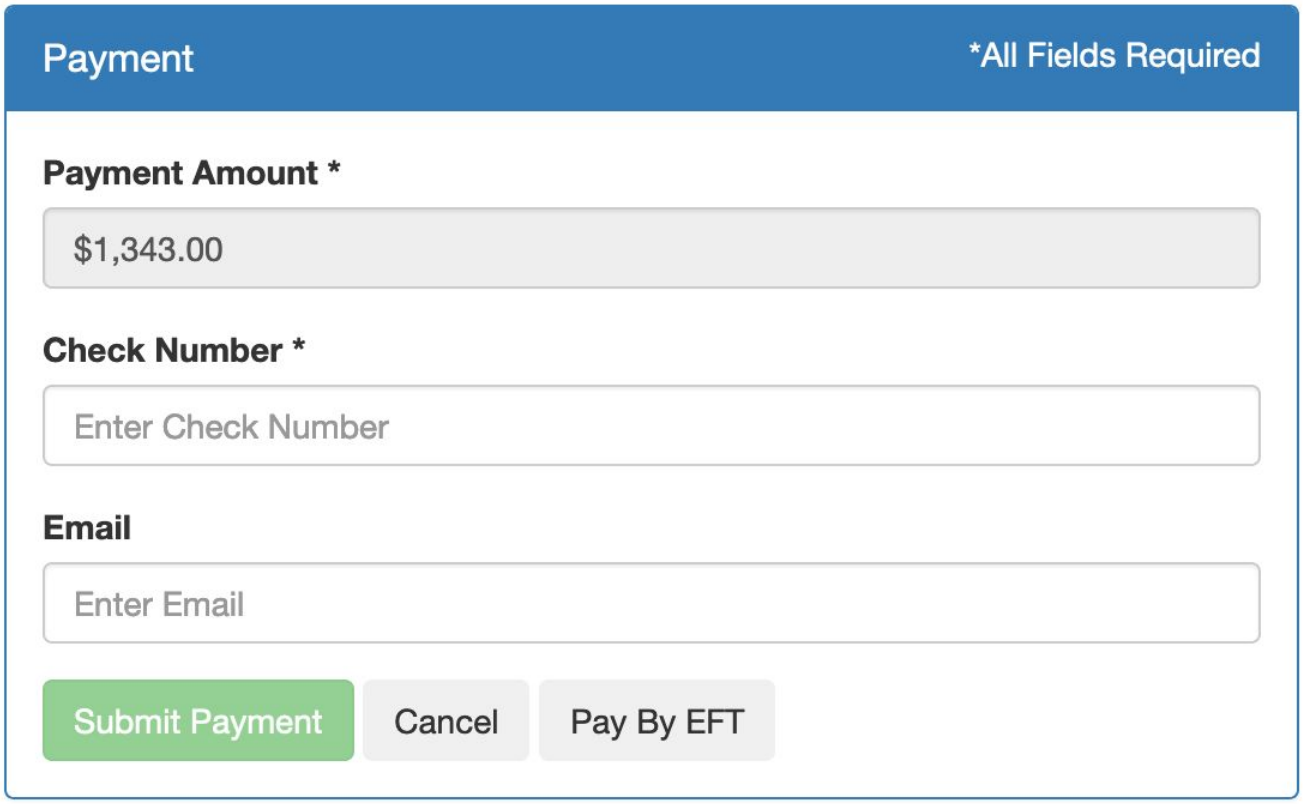
Make a note of your Vanco Customer ID. You will use this when making future payments.

Then click “Submit Payment”.

When your payment is successful, a receipt will display that you may print if desired. You will also receive an email receipt at the address entered when making the payment.

To pay by check...

To pay by check, click the Pay by Check button. Your payment page will look like this.



- Enter your email address so the office can contact you if needed.
- Click the Submit Payment button. You will receive a document to print and mail in with your payment.