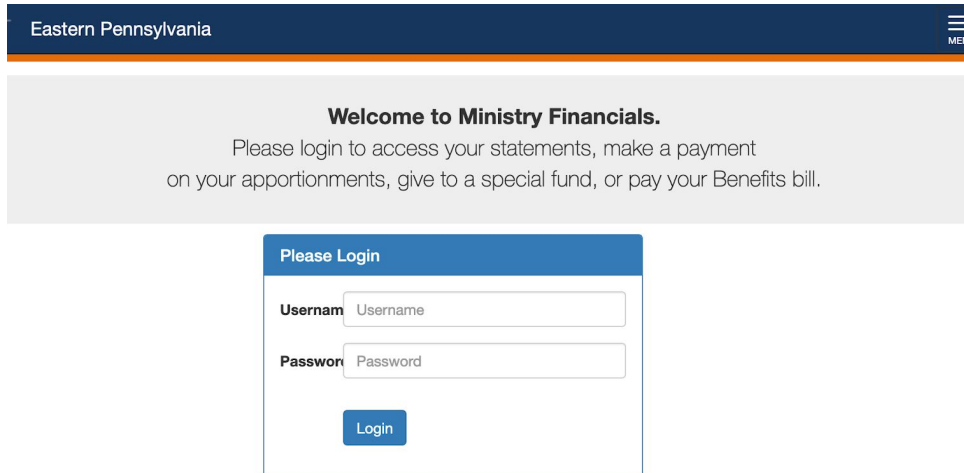


Mission Connect: Ministry Financials Getting Started

Accessing the Web Site

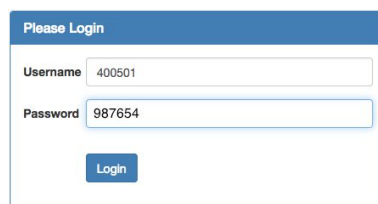
1. Go to the following web page: <https://umcdata.net/ep>

The login page should look like this.



The screenshot shows the top navigation bar with "Eastern Pennsylvania" on the left and a menu icon on the right. Below the navigation bar is a grey box with the heading "Welcome to Ministry Financials." and the text: "Please login to access your statements, make a payment on your apportionments, give to a special fund, or pay your Benefits bill." Below this is a blue-bordered login form titled "Please Login" with fields for "Username" and "Password" and a "Login" button.

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.



The screenshot shows the same login form as above, but with the "Username" field containing "400501" and the "Password" field containing "987654". The "Login" button is still present.

Learning about the various features

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

Include activity through 02/04/2020 Aldersgate [N] (123456) {987654} ▾

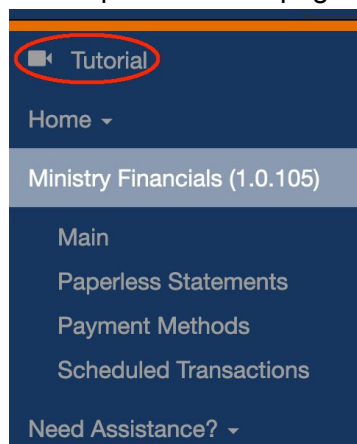
As Of Date: 02/04/2020 Financial Year: 2020 \$ Make a Payment

↻ ↓ Excel ↓ PDF

Pending Payments **0** ▾

| 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.



\$ Make a Payment

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.

| Payment Details | | |
|-------------------|---------------------------------|----------|
| Payment Amount | Item | Sub-Item |
| \$524.34 | 1 Connectional Ministries F... | 1 |
| \$141.34 | 3 World Service Fund | 3 |
| \$133.50 | 4 General Church Fund | 4 |
| \$256.50 | 18 Retired Clergy & Health ... | 18 |
| \$83.34 | 21 Connection Health Care | 21 |
| \$345.84 | 24 Property & Liability Insu... | 24 |
| \$62.84 | 26 Workers Compensation | 26 |
| \$3,411.78 | 218 2014-2018 Retired Cle... | 218 |
| \$2,085.28 | 224 2014-2018 Property & ... | 224 |
| \$8,593.40 | | |

| Payment | | *All Fields Required |
|---|--|---|
| Vanco Customer ID * | <input type="text" value="987654"/> | Use existing Customer ID. |
| Bank Account Type * | <input checked="" type="radio"/> Checking <input type="radio"/> Savings | |
| Bank Account Number * | <input type="text" value="987654321"/> | |
| Bank Routing Number * | <input type="text" value="123456789"/> | |
| Payment Amount * | <input type="text" value="\$8,593.40"/> | |
| Repeat Payment? * | <input checked="" type="radio"/> No, just one time <input type="radio"/> Yes, repeat monthly | |
| Email * | <input type="text" value="jwesley@aldersgate.com"/> | |
| <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/> <input type="button" value="Pay By Check"/> | | |

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.

Payment *All Fields Required

Payment Amount *

\$1,343.00

Check Number *

Enter Check Number

Email

Enter Email

Submit Payment **Cancel** **Pay By EFT**

- 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.