

Paying District Ministry Shares Online

This document will outline the procedure to pay your church's District Mistry Share amount online. Before you start, please have the following information available depending on whether you want to pay by Credit/Debit Card or use your church's Bank Account.

Credit/Debit Card – Card number, Expiration Date, Billing Zip code

Bank Account (make sure to include any leading zeros) – Account number, Routing number

Once you have this information, copy and paste this link to your internet browser:

<https://secure.myvanco.com/L-Z9HV/campaign/C-13RHB>

Or you can hold down the CTRL key and click here: [Pay Here](#)

Follow these four simple steps.

1. District Ministry Share payment.

- a. **Amount** – Type in the amount you would like to pay
- b. **Frequency** – select one of the options
 - **Once, Now**
Payment will be processed today
 - **Once, on a future date**
Select the date from the calendar and the payment will be processed on that date. If a different month is desired, click the right arrow to advance. Click on the desired date and it will be automatically filled into the box.
- c. **Name of Church and City**
Type in the name of your church followed by the name of city where it is located. Separate this information by using a dash or comma. The city name is important as we have several churches with the same name. There is a limit of 50 characters. If there is not enough room, try abbreviating some of the information.
Note: If the name of your church contains the city name, there is no need to provide the city information.
- d. Click **Add to Basket**

2. Basket

Your **Basket** (i.e. Cart) will be shown with the payment item information listed. If any of the information is incorrect, click the **Remove** option. The **Basket** will be emptied. The tile payment tile will appear to the left. Click on **Make a Payment** to re-enter the information.

If everything looks good, click **Continue to payment**.

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3. Payment Method

- a. Select the payment option you wish to use
- b. Provide the information for the payment option

Note: When selecting **Credit or Debit Card** as payment, be aware of the following:

- The information requested needs to match the owner of the card
- The email address is only used to send a confirmation of the payment

Note: When selecting **Bank Account** as payment, be aware of the following:

- For the Account and Routing numbers, make sure to provide any leading zeros
- You will need to click the box for the NACHA Rules to continue. To read more about this, click **Learn more**
- For **Account Type** you can select **Checking account** or **Savings account**

- c. If you would like to cover the cost of the processing fees, click the button to turn on this option
- d. Click **Continue to Review**

4. Submit payment

If everything looks good, click **Submit** to make your payment.

If any of this document is unclear or incorrect, please email your comments to vraybaud@greaterdetroitumc.org.