**To set up an ongoing, recurring (sustaining) gift**

1. Enter the Vanco online site through the FCC giving page or the Vanco online app, click “sign up” and set up an account.
2. Click on Give.

On the giving page:

* 1. Enter the amount of your recurring gift
	2. Under Give to – select Sustaining Gift
	3. Select the frequency (every week, every two weeks, monthly)
	4. Enter start date using calendar. Note: your gift can start immediately
1. Enter payment information –
	1. you may use either a credit or debit card OR a bank account
	2. accept NACHA rules; continue scrolling
	3. You may choose to contribute an additional 2.75% to help cover processing fees
	4. Click on the green bar $X.xx, and complete your gift by clicking “submit.”

**To increase an existing Sustaining Gift**

Your current gift does not have an end date. To increase it, you will need to cancel the original gift and replace it with a new gift.

1. To cancel an existing gift and start a new, increased gift:
	1. Log in to your account
	2. Click on “profile”
	3. Select transactions (if necessary) – your current sustaining gift will appear
	4. Click on “cancel” and follow the steps above to create a new recurring gift