Accessing the Web Site

1. Go to the following web page: https://www.memphis-umc.net/treasurersoffice

2. Click on the link that says Tithing and Clergy Benefits Online payment log in. This will take you to the website where you may enter your church income, view your statement, and make a payment.

The login page should look like this.
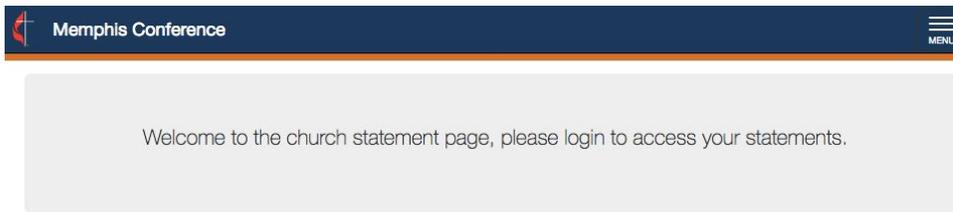
2. Log in using your **church GCFA # (6 digits) as the Username**, and your **local church number (5 digits) as the password**. These numbers may be found on your printed log in instruction letter. You may contact the Conference Office if you are uncertain of your account login.
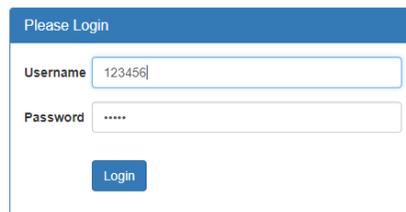
Learning about the various features

3. You should then see a page that looks something like this.

4. Click the MENU button in the far 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.
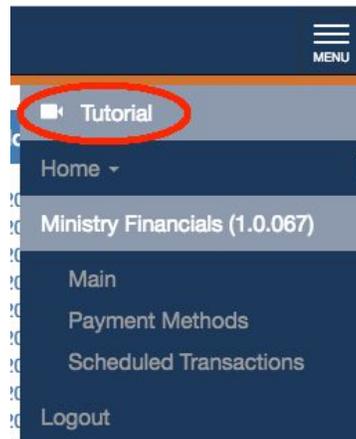
We highly recommend that you view this video for this page. In particular, please note the following:
- A row for each Benefits and the tithe Fund is listed, as well as any special giving by your church in the current calendar year.
- At the bottom there is a row of totals, from which you can see the 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.

Entering Church Income

5. Click the Enter Income Info button to enter your church's income for the month.

Enter Income Info

The Income form looks like this.

Income Information

🎥 Tutorial

Month *

52a. Amount received through pledges *
$ 0

52b. Amount received from non-pledging, but identified givers *
$ 0

52c. Amount received from unidentified givers *
$ 0

52d. Amount received from interest and dividends and/or transferred from liquid assests *
$ 0

52e. Amount received from Sale of Church Assets *
$ 0

52f. Amount received through building use fees, contributions, and rentals *
$ 0

52g. Amount received through fundraisers (for annual budget) and other sources *
$ 0

Close   Calculate

Monthly Income: Tithe Amount:
$0.00 $0.00

6. Select the Financial Year and Month at the top.

7. Enter your church's total gross income for the month into the first field.

8. Enter amounts into the other fields as appropriate.

9. At the bottom, click "Calculate". You will then see the Calculated Net Income, and the Tithe Amount for your church for the month.

10. After calculating, you may Edit your entries if you discover a mistake in your entries.

11. Otherwise click "Submit Income", to save your income and return you to the first page.
12. If you would like to mail your remittance form and payment (please stop here) and send to:

> **Treasurer's Office**
> PO Box 10667
> Jackson, TN 383058

Making a Payment

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

. 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 the Amount" at the top left. Or you may enter a specific amount that you wish to pay.
- You may pay your tithe, direct billed benefits, and donate to special giving causes combining these into a single payment.

- For instance, to pay the entire amount due for all benefits and all tithing 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.
- You may also use the checkboxes beside Ben or Giv, to pay only those amounts owed for Benefits or Tithed funds.

  Special Giving
- You may also pay amounts for Special Giving (sometimes called "Second Mile 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. Then 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 (Tithe, Benefits, 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

*If your church already has a payment account with Vanco, skip to **Submitting Your Payment** below.*

Creating Your Church Vanco Account and Making Your First Payment

If you do not already have a Vanco church account 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.

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.

Submitting Your Payment - If Your Church Already Has a Vanco Account

Once you've set up a Vanco account to pay by electronic transfer, you may use that account for your payments. Your payment page will look like this.

- Enter your Vanco Customer ID.
- Select the Payment Method for the account you wish to pay from. Most churches will have just one payment method, and it will appear in the dropdown list.
- Enter the email address where the receipt should be sent.
- Click the Submit Payment button.

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.