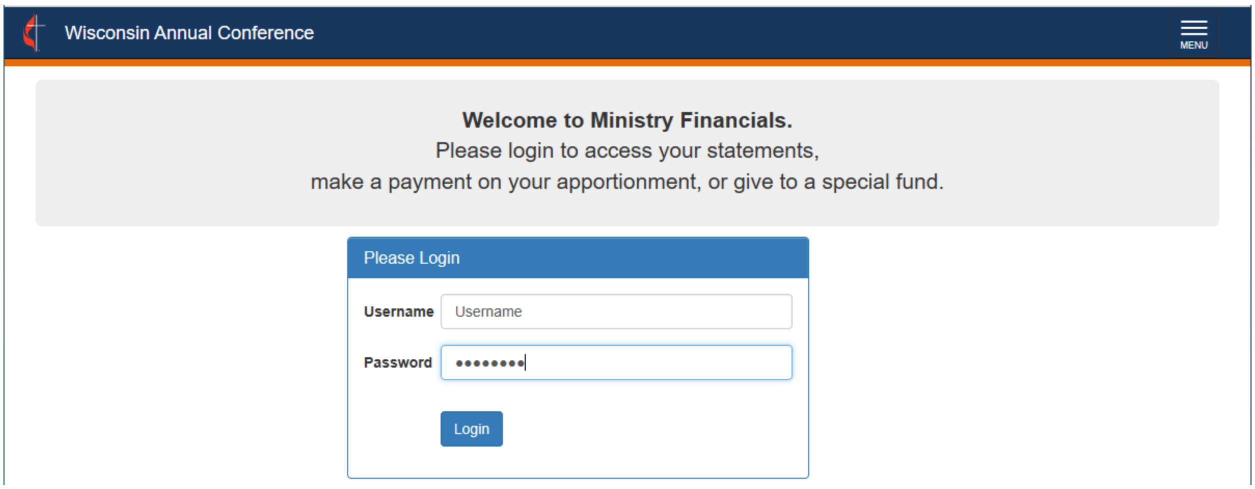
Mission Connect: Ministry Financials
Getting Started with On-Line Apportionment Reporting and Paying

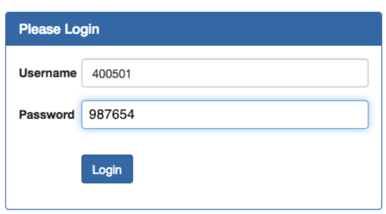
Accessing the Web Site

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

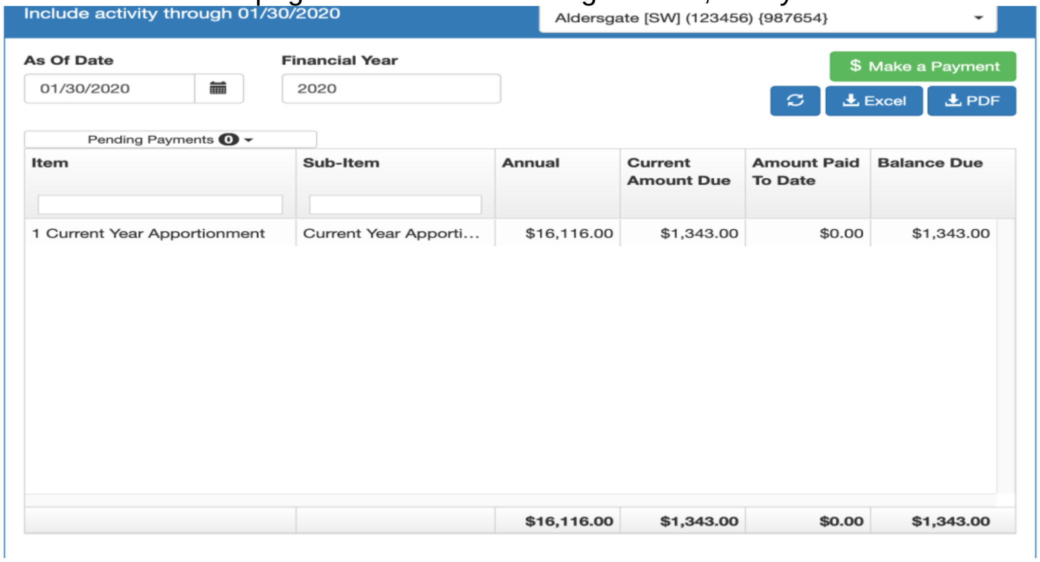
The login page should look like this. Note the 3 bars and the word Menu on the top right. This will be available on each page and can help you move around. On certain pages, there will be a tutorial you can choose to watch. You can click on the picture of the video camera to view the video, which will explain each portion of the page. Please take advantage of these if you need help or want more information.



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.



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

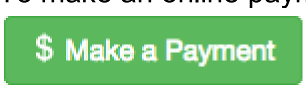


4. A row for each Apportioned Fund is listed, as well as any special giving by your church in the current calendar year.

- 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.
- To the right (but not showing above), you may select any Monthly Statement listed and download/print. The statements are in the same format you have received before, 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.

How to Make 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.

Important notes:

- You may click the box for "All" and this will apply the current amount due (1/12 of your annual apportionment). 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.
- 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.

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.

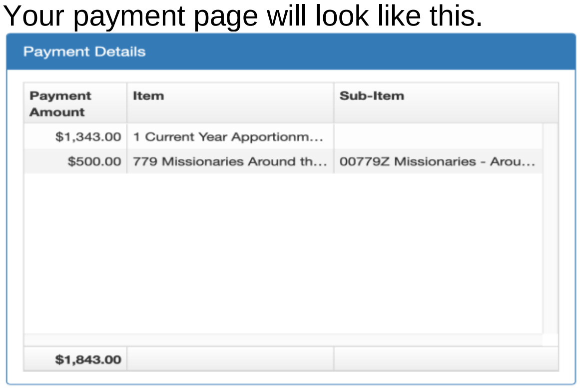
Complete Your Payment

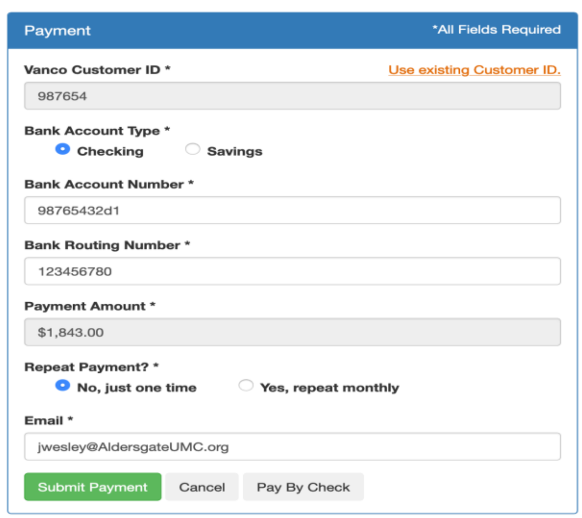
To pay online - You may pay by online electronic payment directly from a bank checking or savings account. You may also pay by check. For the first time use, you will need to set up your payment information. In subsequent months, if you see the VANCO Customer ID, then you are already set up for electronic payment.

Create Your Church Vanco Account and Make Your First ACH 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. Do not key in the Vanco Customer ID box.

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.

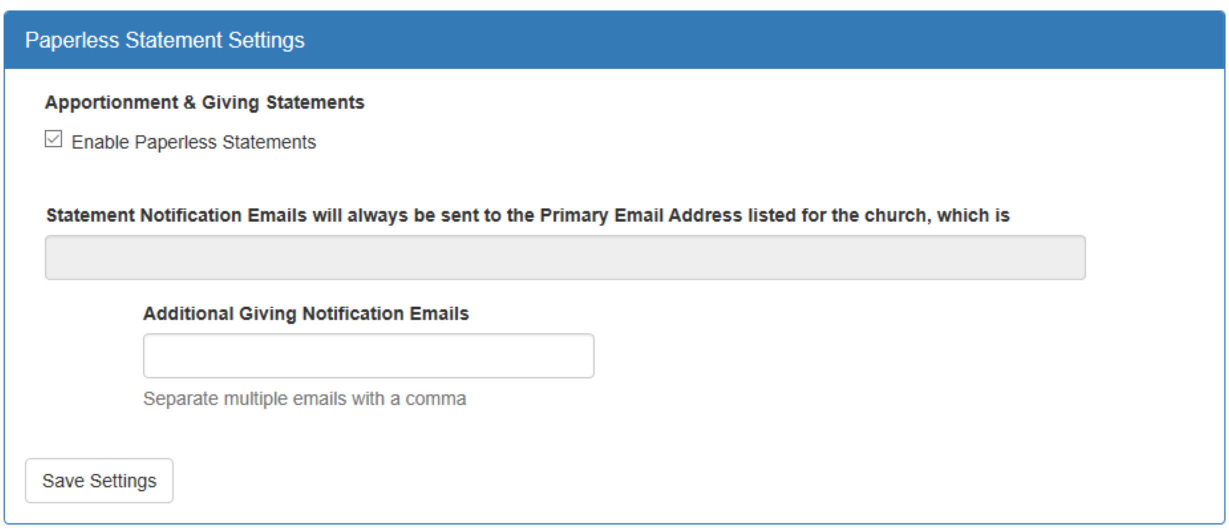
To pay by check, you may print out a statement and send a check to:

Wisconsin Annual Conference
Treasurers Office
750 Windsor Street
Sun Prairie, WI 53590

Please clearly identify any special funds

Paperless Statement Settings

For all churches that had Electronic statements in EZRA, we have already set your church up with Paperless statements. If your church had selected paper statements, your church will continue to receive paper statements.   We have established the Pastor as the Primary E-mail address to be consistent. We set up the treasurer to be the “Additional Giving Notification Emails”. You may edit this and add additional recipients on the screen that looks like this.



When we have created the monthly statements at the beginning of each month, each of the persons identified on the screen above will receive a notification that the statement is available for viewing. You can log in, see/print the statement and make payments when you would like to.

If you have any questions, please contact us in the Treasurer’s Office at 608-837-7320 or treasureroffice@wisconsinumc.org. We look forward to your feedback!