

## **New Online Giving Platform — Pushpay**

Dear St. Leo Parishioner, thank you for your consistent giving to St. Leo Parish! We are grateful for your generosity of time, talent, and treasure. The parish will be changing its online giving platform from Vanco to Pushpay this September through November 2023. As we move to transition from Vanco to Pushpay as our giving platform, we wanted to share why this transition is occurring. We have been reviewing our giving options for over a year before making this decision. Pushpay provides an integrated solution with our new ParishStaq database. This database is being implemented at all parishes within the Archdiocese.

The new online giving platform will be a quick, easy, and secure way to donate.

If you are currently giving through a self-managed Vanco account... please follow the instructions below for setting up a new Pushpay account and canceling your scheduled gifts through Vanco.

If you are currently giving through Vanco and need assistance setting up a new Pushpay account and cancelling your Vanco account, we can assist you with the process. We believe that you will find the new Pushpay is much easier to self-manage than the Vanco account was.

If you have any questions, or if you need assistance, please contact: Patrick Keely, [pkeely@stleoparish.org](mailto:pkeely@stleoparish.org) or call 253-272-5136 Ex. 109

### **Set up a new recurring gift using Pushpay.**

Visit the new Pushpay giving site to set up your new automatic gift. Click here to access the St. Leo Pushpay giving pages [Saint Leo Pushpay](#)

The recurring gift option should already be selected, and you can simply set up your automatic gift. After you set up your recurring gift, you will be prompted to complete the setup of your new account. Once you have set up your new recurring gift, see the instructions below to cancel your old recurring gift through Vanco.

If you have any questions, or if you need assistance, please contact:

### **Cancel your old recurring gifts through Vanco Online Giving**

Once you have set up your new recurring gift in Pushpay, you will need to cancel your recurring gift in Vanco. We ask all online givers to please transition to Pushpay as soon as possible as we continue the process of implementing the new ParishStaq database. This will allow us to do the necessary work to prepare end-of-year tax letters from one database system. The deadline to complete your transition to Pushpay is November 30, 2023.

1. Right click on the hyperlink below and select "Open Link in New Tab."  
[Home | ST LEO THE GREAT \(myvanco.com\)](http://myvanco.com)  
(You can now toggle back and forth between these instructions and the Vanco giving tab in your browser)
2. Click on "Log In" in the upper right corner of the giving tab.
3. Enter email address and password for your Vanco giving account.
4. Click "Profile" in the top right corner.
5. On the Left-Hand Side of the page choose 'Transactions'
6. Select "Scheduled" from the menu.
7. Click "Cancel" in the box for each Recurring gift.
9. Repeat for all upcoming recurring donations until the "Upcoming Gifts" area is empty.
10. It is recommended to delete all saved payment options as well.

If you have any questions, or if you need assistance, please contact:

Patrick Keely, Regional-PA Administrator

[pkeely@stleoparish.org](mailto:pkeely@stleoparish.org)

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