# How to Access Personal Commitment & Giving Data in The Hub

# Background

Emmanuel Lutheran Church has a Member Hub on its website. "The Hub," as it is commonly known, is restricted to members only and requires special access controls – a User ID and password. If you are a member of Emmanuel and do not have an account to access The Hub, please contact David Campbell, Emmanuel's Office Manager, at <u>dcampbell@elcvienna.org</u>.

The Hub is used to track important administrative information about members as well as providing scheduling, mass email, team collaboration, and event sign-up functions.

In 2020, Emmanuel began importing commitment (pledge) and giving information into members' profiles in the Hub. This allows members to view and print their own giving statements at any time. Giving and commitment data are entered into the Hub within a week of a transaction occurring, so it is almost real-time.

All personal information in The Hub is secure and available only to the member and staff with approved accesses. It is protected by 256-bit SSL encryption. No banking information is maintained in the Hub.

Giving transaction information is either digitally transferred into The Hub or entered manually. It comes from several sources:

- Tithe.ly Emmanuel's online payment service provider
- Vanco Emmanuel's former payment service provider
- In-house donations cash and checks that are offered during worship or mailed to the Church. This includes non-traditional gifts like stock transfers, IRA Qualified Charitable Distributions, and Thrivent Choice dollars.



# Follow These Steps to Access Personal Commitment & Giving Data

### Image 1

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lub at Emmanuel Lutheran Church!	Customize your pro	file - upload a
Nectory, The Hub is Emmanuls' new, secure corprepational management system. ELC members can access confidential congregation or contact information, monthly church financial reports, and other governance documents that are not available on our website. They can estones, manage privacy settings and fill our ELC's "Getting to Know You" survey.	photol	
nd your username and password, be sure to stop by the staffed booth in the Centrum for individual help — from 8:30-8:45 a.m. or from liso send an email to volunteering[getcvienna.org.		
this section.		

#### Step 1

Make sure you have your User ID and password for the Hub at hand.

#### Step 2

From your computer or electronic device, go to <a href="http://elcvienna.elvanto.net">http://elcvienna.elvanto.net</a>

### Step 3

On the Hub Welcome page in the top right corner, click on "Log In" (Image 1)



# Step 4

On the Access Control page (Image 2), you have three choices for logging in.

- 1. Use your User ID and password
- 2. Click on the Facebook bar if you are already logged into Facebook on the same device
- 3. Click on the Google bar if you are already logged into Google on the same device

#### Image 3



### Step 5

Once you have logged in, you will see your name appear in the upper right corner (Image 3).

Click on your name to see the pulldown window.

Click on "Profile."

# Follow These Steps to Access Personal Commitment & Giving Data (cont.)

#### Step 6

From your Profile page (Image 4), you will see a menu on the left side.

Click on "\$ Giving."

Image 4	4
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## Step 7

From your Giving page (Image 5), you will see three things:

#### • Latest Giving Statement

You may download this to print it and/or save it to your computer. End-of-Year (EOY) statements will satisfy tax-reporting requirements for claiming deductions. If you click on "View All," you will see giving statements from previous years.

#### Latest Pledge

At Emmanuel, we call it a Commitment. This will be for the current calendar year. If you click on "View All," you will see commitments (pledges) from previous years.

#### Latest Transactions

If you click on "View All," you will see transactions for the entire year as well as previous years.

My Profile / Giving	Image 5	Give Online
$(\cdot \cdot)$	Giving	
	Latest Giving Statement	
Me	YTD 2020 093020 January 1, 2020 - September 30, 2020	a Download
✓ Edit Profile	Latest Pledge	View All
Privacy Settings Giving Family	January 1, 2020 - December 31, 2020 \$500.50 every month for 12 months General Fund \$4,778.13 has been given with \$1,221.87 remaining	\$6,000.00
Groups Proferences	Latest Transactions	View All
Volunteering	Thursday, October 15, 2020 + \$500.00 General Fund Tax Ontention	\$500.00 Bank Transfer
C Ruster	Monday, September 21, 2020 • \$25.87 General Fund Statements	\$25.87 Credit Card
O Unavailability	Tuesday, September 15, 2020	\$500.00 Bank Transfer

Please contact Kara Rider, Emmanuel's Bookkeeper, at <u>krider@elcvienna.org</u> with questions about individual giving or commitment data in the Hub.