

# 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 [dcampbell@elcvienna.org](mailto:dcampbell@elcvienna.org).

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.



Visit Next Steps Worship & Music Give Events Preschool

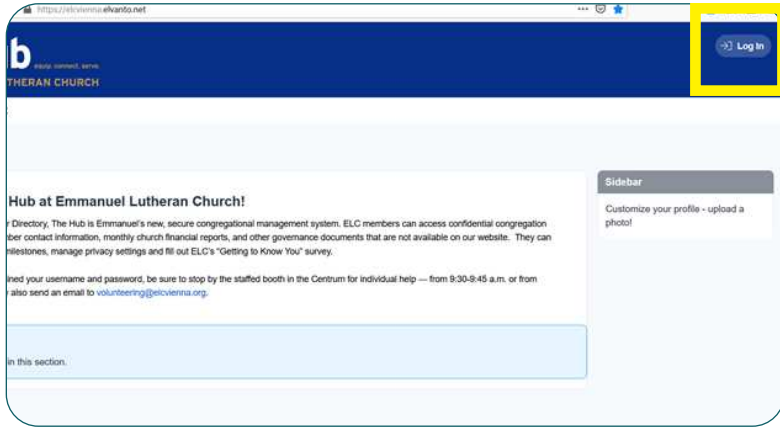
Member Hub



Click Here to Access  
The Hub or visit  
[elcvienna.elvanto.net](http://elcvienna.elvanto.net)

# Follow These Steps to Access Personal Commitment & Giving Data

Image 1



## Step 1

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

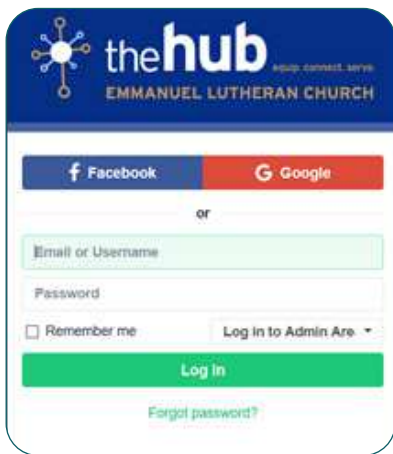
## Step 2

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

## Step 3

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

Image 2



## 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

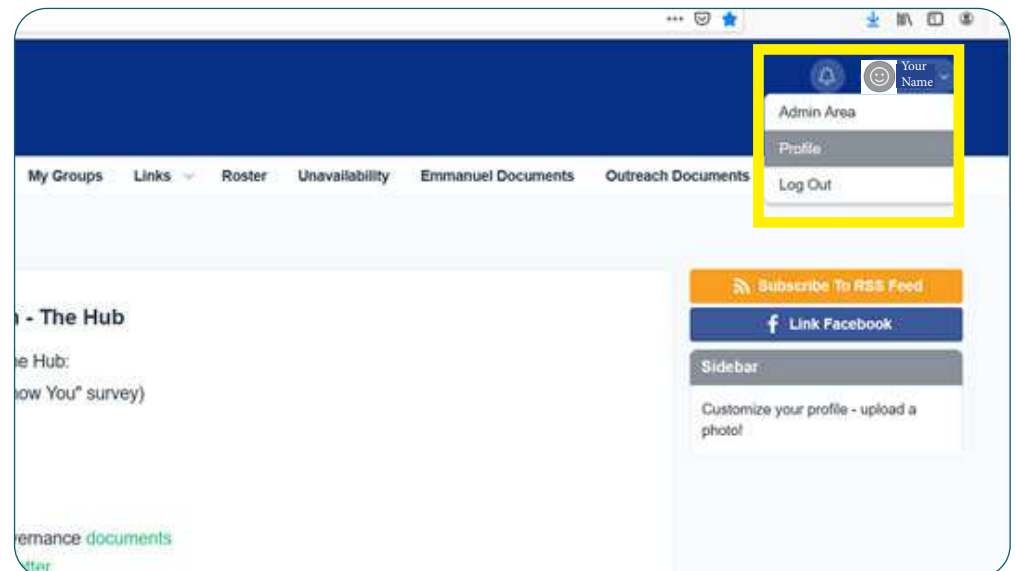
## Step 5

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.”

Image 3



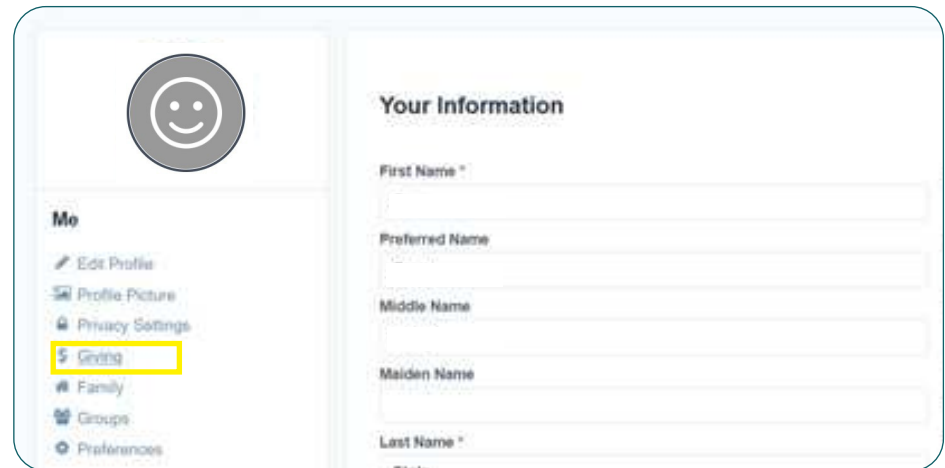
# Follow These Steps to Access Personal Commitment & Giving Data (cont.)

Image 4

## Step 6

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

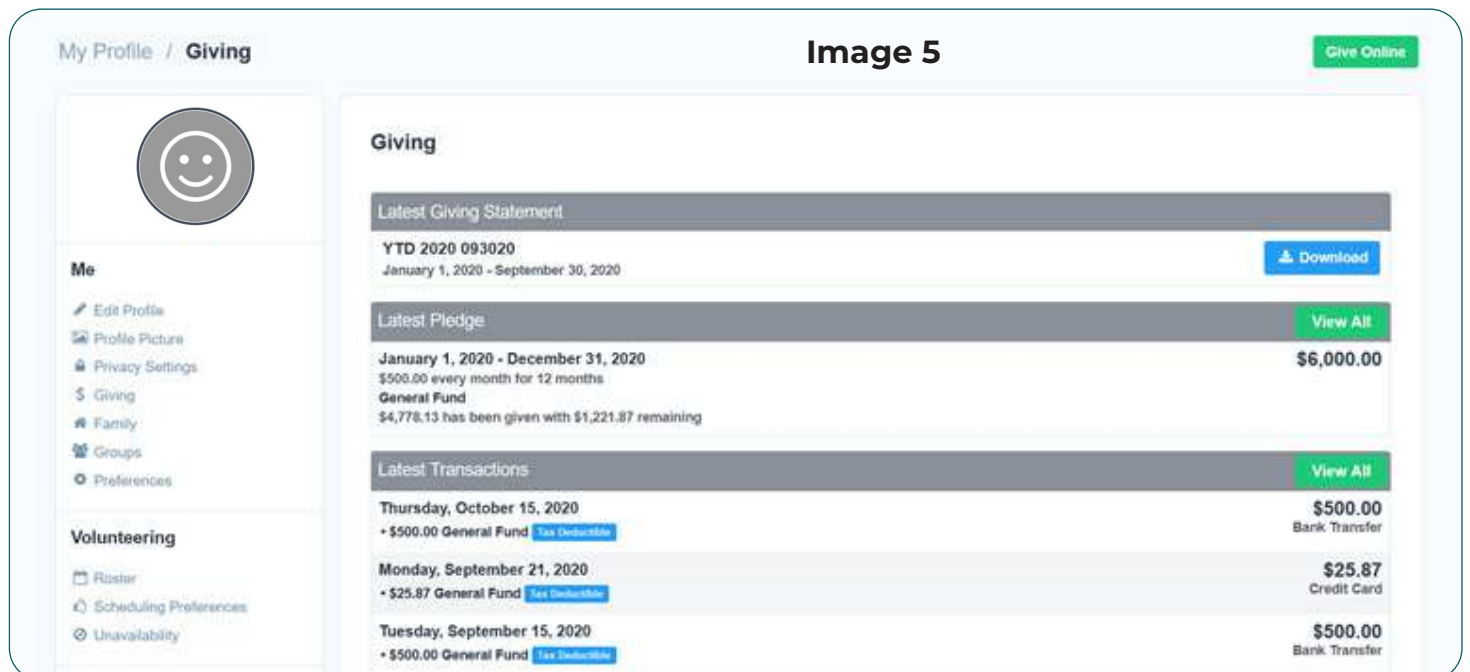
Click on “\$ Giving.”



## 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.



Please contact Kara Rider, Emmanuel’s Bookkeeper, at [k rider@elcvienna.org](mailto:k rider@elcvienna.org) with questions about individual giving or commitment data in the Hub.