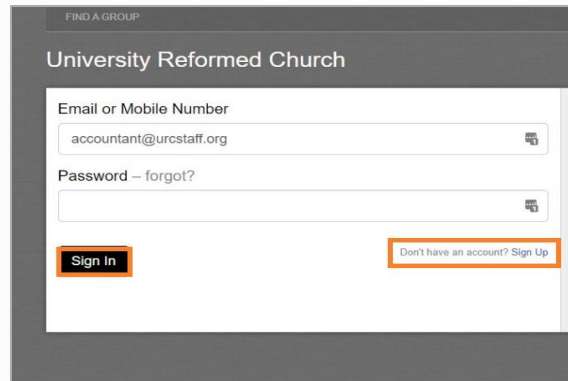


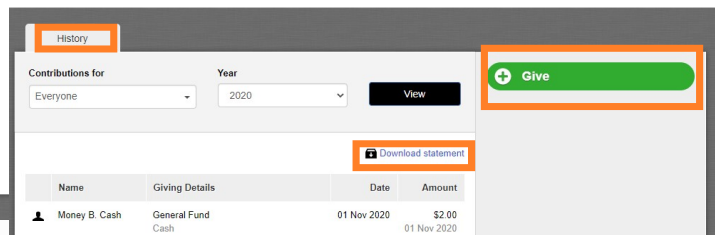
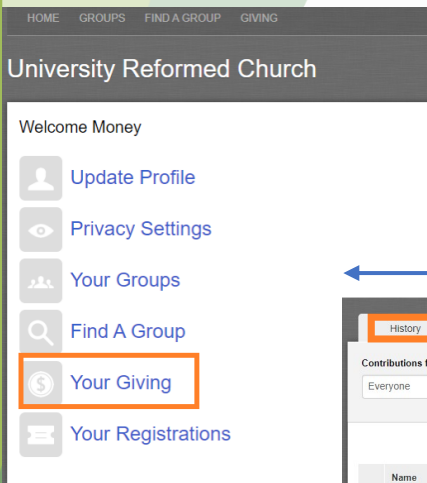
# Editing Online Giving Payment Information

Setting up a one time or regular recurring donation is easy. Follow these simple steps to complete a consistent automated gift.

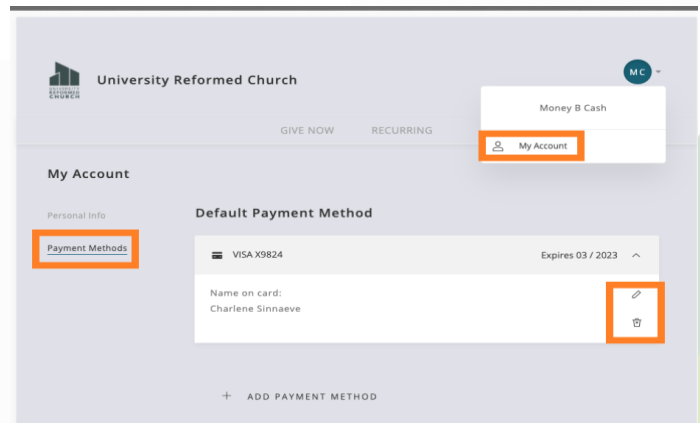
1. Navigate to our church website, select the **Members** then **Online Giving**. Scroll down & click **Online Giving, Login**. This will take you to the giving portal. The login screen will appear. Enter information & Login.



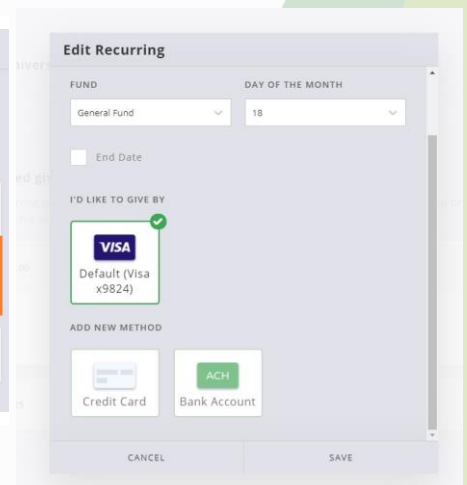
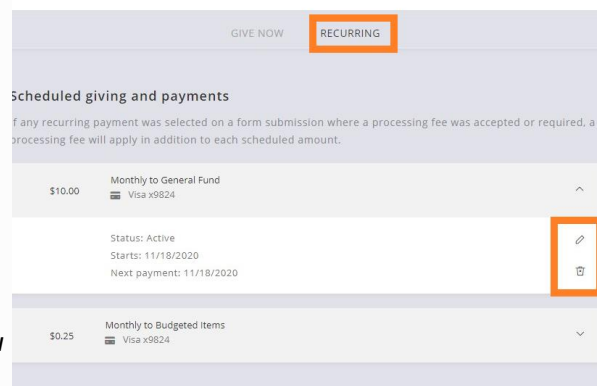
2. Select **Your Giving**. On the next screen you can see your giving history. Select the green **Give** on the right-hand side to continue and view your saved Recurring schedules or payment information.



3. **To Update Credit Card Expiration Info:** In the upper right-hand corner, click the **pull-down menu** next to your initials, select **My Account**. Then on the left-hand side, select **Payment Methods**. Then **choose the credit card to edit**, click the **Pencil icon** and scroll down and update information necessary. Don't forget to click **SAVE**.



4. **To Edit a Recurring Schedule:** On the Give Now Screen, select Recurring, then you can select **the pencil icon** next to the correct recurring schedule to edit. The Edit Recurring screen will pop up and here you can edit the **amount, frequency, fund, date** to pull, **end date**, or add a new payment method. **\*\*Note: if you are editing the credit card information already saved, you must do it by following instructions in #3 above.**



If you have any questions, contact [accountant@urcstaff.org](mailto:accountant@urcstaff.org).