

How to Manage your Recurring or One-Time online Donations

This is a guide on how to update your credit card/bank account; or how to change the amount of your giving; or how to change the frequency of your giving.

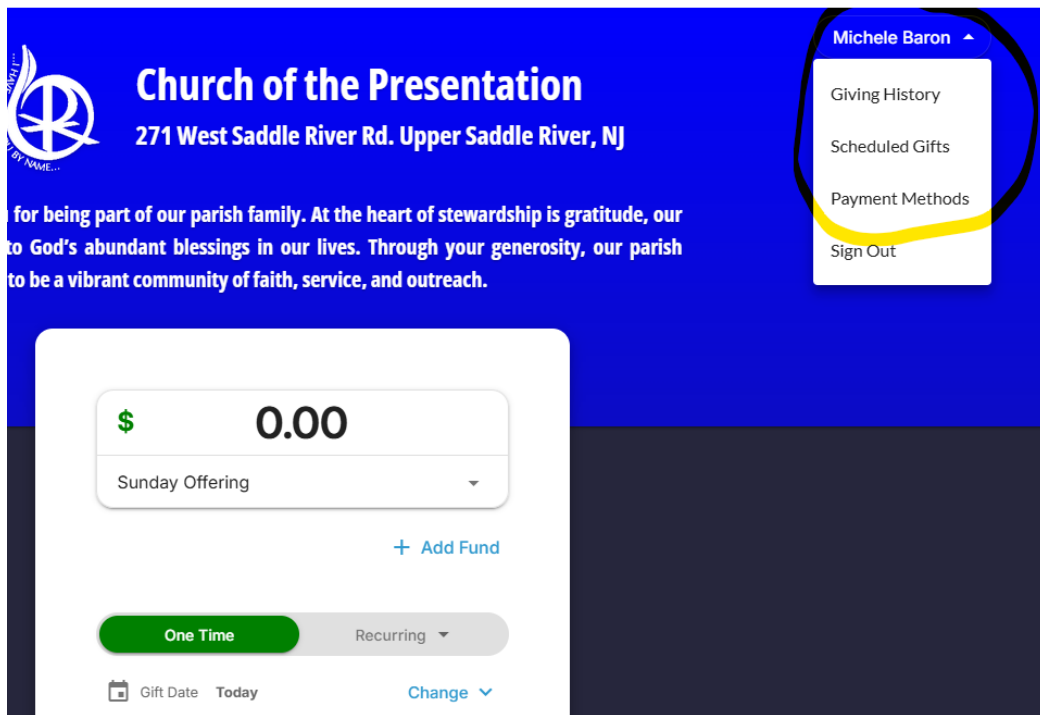
Step 1: Sign in

Step 2

Enter your username (your email) and password. You will be emailed a verification code and once you enter that code, you are in. In case you forgot your password, click on “Forget your password” and it will be emailed to you.

Step 3

Click on your name and you will see a dropdown menu with the following options:



Step 4

A. How to change the amount of your giving.

- Click on “Scheduled Gifts”. Your scheduled gift will be displayed
- On the right side, you will see 3 dots “...”, click on that. There will be 3 options:

\$25.00 gift scheduled for Jul 13, 2026

Sunday Offering
Weekly on Mondays
TD

Edit
Place On Hold
Cancel

- Click on edit, it will show you this screen wherein you can edit the amount only. Then press continue and save.

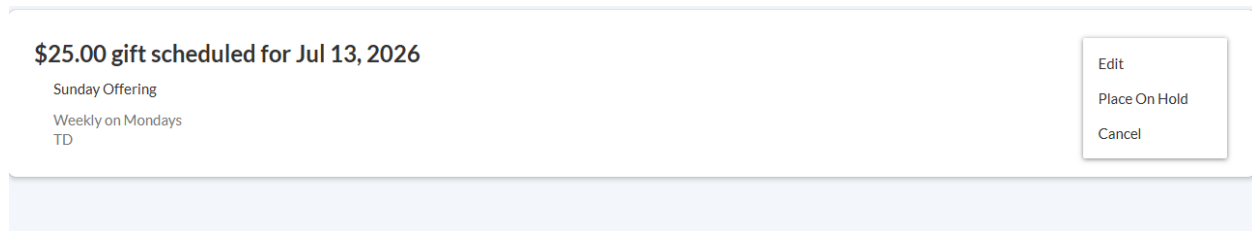
- You're done. Click on your name on the top left corner and signout.

B. How to update your credit card or bank account used for your giving.

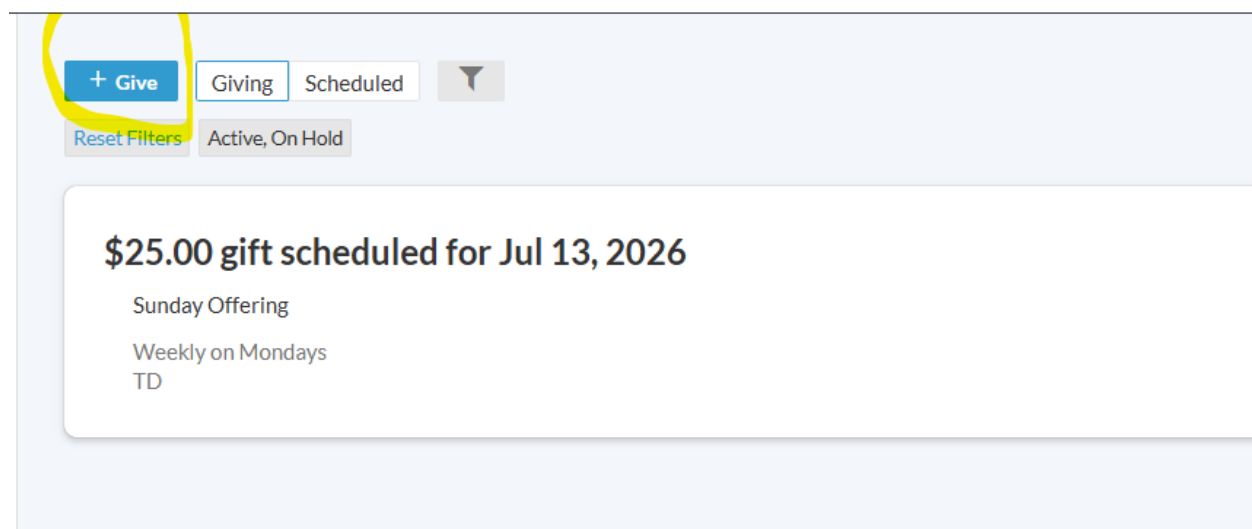
- From the dropdown menu, click on "Payment Methods".
- Your scheduled gift will be displayed and on the right side you will see 2 dots "..".
- Dropdown menu will show 2 options, Edit account or Delete account.
- Click on Edit account to update your credit card or bank account.
- At the bottom of the screen, click save and close.
- Click on your name on the top left corner and signout.

C. **How to change the frequency of your giving.** The system does not allow changing frequency of your current giving because it is changing the core portion of the gift. It is difficult to show the journey of the gift when it is changed in the middle of the gift's cycle. Eventually, it may not match your statement records. With that said, you will need to cancel the current giving and open another giving.

- Click on "Scheduled Gifts". Your scheduled gift will be displayed.
- On the right side, you will see 3 dots "...", click on that. There will be 3 options:



- Click on cancel and it will ask for a confirmation that you want to cancel. Click yes.
- Click continue at the bottom of the screen, it will display your giving screen.
- On the top left of the screen, click on "+give"



- This will display the screen where you can enter the amount you want to give and select the frequency, click continue and select the payment method you want to use.
- Click on your name on the top left corner and signout.

Should you need any help or have questions, please do not hesitate to contact:

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