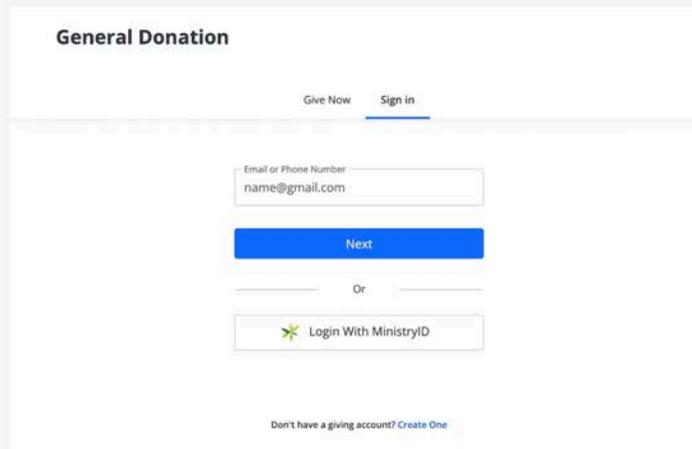


Update Your Donation Information

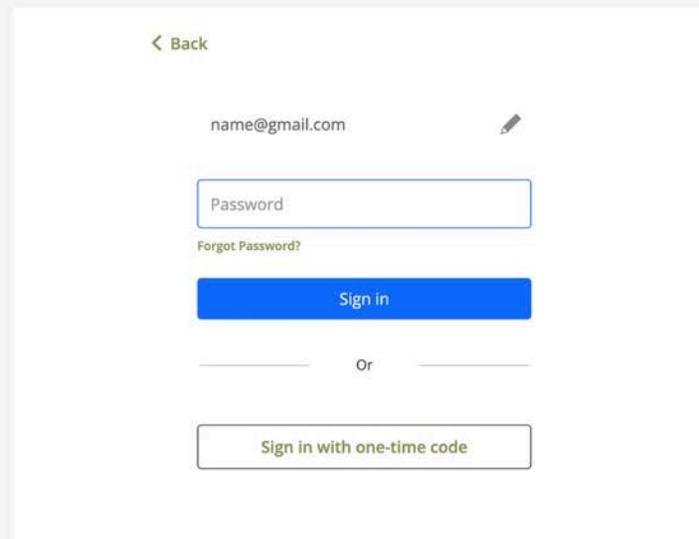
To change your donation information (i.e. donation amount or card/banking information) please follow the steps below.

1. Click on the "Join Our Mission" tab at the top of the page.
 - a. If you are using a desktop computer, this button is on the top far right corner.
 - b. If you are using a smartphone, you will first need to click on the three horizontal lines in the top right corner of your screen. A drop down menu will appear and the "Join Our Mission" button is second from the bottom on this list.
2. Scroll down and within the gray box titled "Financial Support", click the "General Donation" button.
3. Once on the "General Donation" page, select the "Sign in" button. This option is located at the top of the page and to the right of "Give Now."



The screenshot shows the "General Donation" page. At the top, there are two buttons: "Give Now" and "Sign in", with "Sign in" being the active selection. Below this is a form with a text input field labeled "Email or Phone Number" containing "name@gmail.com". A blue "Next" button is positioned below the input field. Underneath the "Next" button is the word "Or" flanked by horizontal lines. Below that is a button labeled "Login With MinistryID" with a green star icon. At the bottom of the page, there is a link that says "Don't have a giving account? Create One".

4. Enter the email or phone number associated with your donation. Then click the blue "Next" button.
5. At the bottom of the page, click on the button that says "Sign in with one-time code." Ignore the prompt to enter a password as most donors do not have a password.

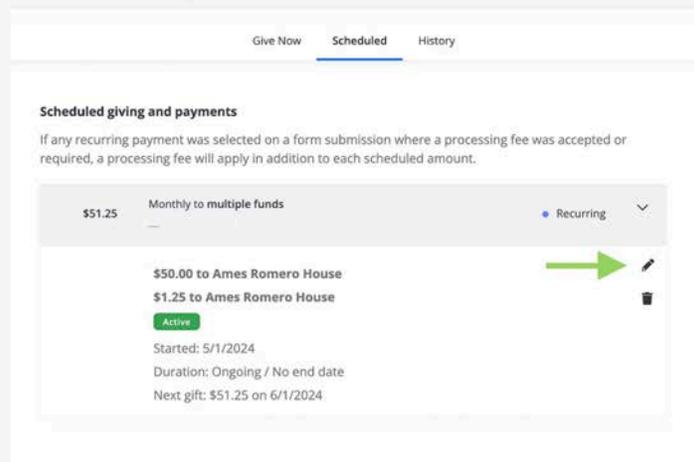


The screenshot shows a sign-in page. At the top left, there is a green "< Back" link. Below it is a text input field containing "name@gmail.com" with a pencil icon to its right. Underneath is a "Password" input field. Below the password field is a link that says "Forgot Password?". A blue "Sign in" button is positioned below the password field. Underneath the "Sign in" button is the word "Or" flanked by horizontal lines. At the bottom of the page is a button labeled "Sign in with one-time code".

6. Within a minute, you will receive a 6 digit code by email. Enter this code for login.
 - a. If you receive an error message once you enter the code, this may be because you entered an email address or phone number that is not associated with your account. A phone number is not required when signing up to give, so the use of an email address is more likely to lead to success in this step.



7. At the top of the page you will now have the option to click "Scheduled." This button is sandwiched between "Give Now" and "History."
8. Once you are on the "Scheduled" page, select the pencil icon located above the trash icon on the right side of the page. See green arrow in the image below for further help locating.



9. You will now have access to your giving information and can make desired changes. The following images show what should be listed.

Edit Recurring

Amount: 50.00 Fund: Ames Romero House

+ Add Donation

Recurrence

Frequency: Monthly Day of the Month: 1

End Date

I accept the 2.5% processing fee.

Cancel Save

I'd Like To Give By

VISA
Default (Visa)

Add New Method

Credit Card Debit Card Google Pay Bank Account

Cancel Save

10. Click the blue "Save" button once you make your changes to ensure completion in this task.