

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."


General Donation

Give Now Sign in

Email or Phone Number
name@gmail.com

Next

Or

 Login With MinistryID

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.

< Back

name@gmail.com

Password

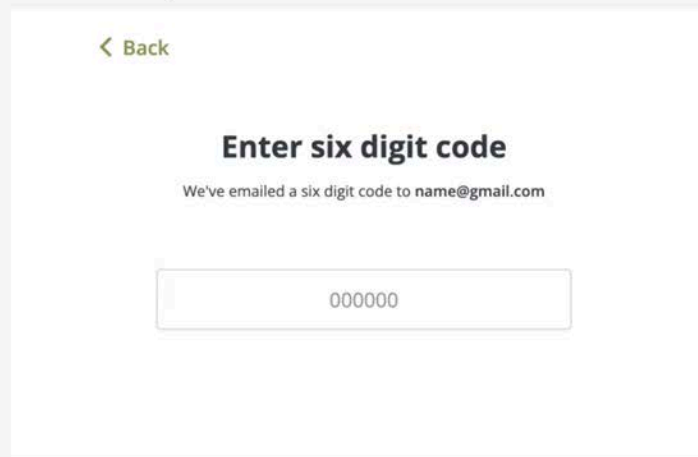
[Forgot Password?](#)

Sign in

Or

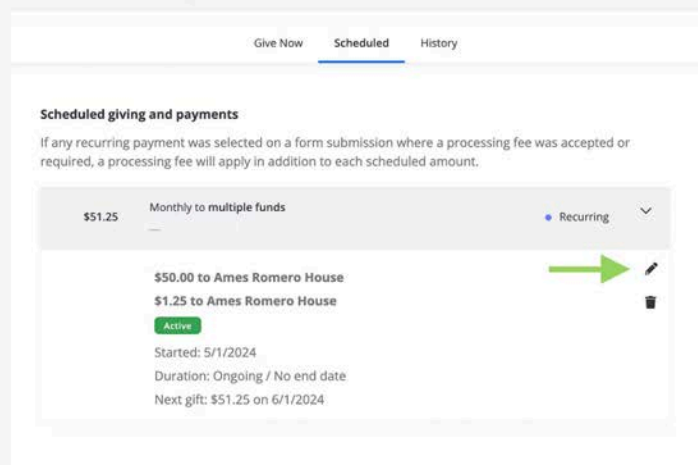
Sign in with one-time code

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.



The screenshot shows a login interface with a green '< Back' link at the top left. The main heading is 'Enter six digit code'. Below it, a message states: 'We've emailed a six digit code to name@gmail.com'. At the bottom, there is a text input field containing the placeholder text '000000'.

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.



The screenshot displays the 'Scheduled giving and payments' section of a web application. At the top, there are three tabs: 'Give Now', 'Scheduled' (which is selected and underlined), and 'History'. Below the tabs, the section is titled 'Scheduled giving and payments' with a sub-note: 'If any recurring payment was selected on a form submission where a processing fee was accepted or required, a processing fee will apply in addition to each scheduled amount.'

The main content area shows a recurring payment entry. At the top of this entry, it says '\$51.25' and 'Monthly to multiple funds'. To the right, there is a blue dot next to the word 'Recurring' and a downward arrow. Below this, the payment details are listed: '\$50.00 to Ames Romero House' and '\$1.25 to Ames Romero House'. A green 'Active' status tag is shown. Further down, it indicates 'Started: 5/1/2024', 'Duration: Ongoing / No end date', and 'Next gift: \$51.25 on 6/1/2024'. On the right side of the entry, there are two icons: a pencil icon and a trash can icon. A green arrow points directly to the pencil icon.

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

The 'Edit Recurring' form contains the following fields and options:

- Amount:** A text input field containing '50.00'.
- Fund:** A dropdown menu with 'Ames Romero House' selected.
- + Add Donation:** A button with a plus icon.
- Recurrence:**
 - Frequency:** A dropdown menu with 'Monthly' selected.
 - Day of the Month:** A dropdown menu with '1' selected.
 - End Date:** A checkbox that is currently unchecked.
- Acceptance:** A checked checkbox followed by the text 'I accept the 2.5% processing fee.'
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

The payment method selection screen displays the following information:

- I'd Like To Give By:** A section showing the 'VISA' logo and the text 'Default (Visa)' with a blacked-out card number. A green checkmark is in the top right corner.
- Add New Method:** A row of four buttons: 'Credit Card' (with a card icon), 'Debit Card' (with a card icon), 'Google Pay' (with the Google Pay logo), and 'Bank Account' (with an 'ACH' icon).
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

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