

Change Recurring Gift

View your active recurring gifts

To view your active recurring gifts, follow these steps:

1. Log in to your [user profile](#).
2. Click on “My Payments.”
3. Currently active recurring gifts will show “Online Donations Edit Delete.”
4. Where no recurrence is active, you will see “Online Donations Set up recurring payment.”

Change designation or amount

To change how your gift is designated or to change the amount, you must delete the established gift and create a new one.

1. Log in to your [user profile](#).
2. Click on “My Payments.”
3. Currently active recurring gifts will show “Online Donations Edit Delete.” Click “Delete.”
4. Now that no recurrence is active, you will see “Online Donations Set up recurring payment.” Click “Set up recurring payment” to enter your new recurring giving plan.

Change schedule of existing gift

To change the schedule of your existing recurring gift, follow these steps:

1. Log in to your [user profile](#).
2. Click on “My Payments.”
3. Currently active recurring gifts will show “Online Donations Edit Delete. “Click Edit.”
4. Follow the instructions to establish a new giving schedule.