



SACRED HEART *of* JESUS

CATHOLIC PARISH AND SCHOOL

STEP BY STEP INSTRUCTIONS: EDITING YOUR CURRENTLY SCHEDULED GIFT

Step 1: If this is the first time logging in with the upgraded system, ensure that all your browsing history and cache is cleared from your web browser. Also, this is best done on a desktop, laptop or tablet vs. your cell phone.

If you'd prefer to log in through your phone, you will need to clear out your login/web browser history there too. For iPhone users this path should help: Settings>Apps>Safari>Clear History and Website Data

Step 2: In the upper right-hand corner of the giving form, click on "Sign In". If it says "Welcome, Username", you are already logged in. You will use your email address that you used to create your first online gift (hint: this is the email address that you receive your tithing receipts at). If you get an error message about having multiple matches, please contact Beth Bucklin (beth.bucklin@shoj.org) to get a unique "username".

Step 3: Once successfully logged in, use your cursor to hover over the "Welcome, Username" (this will be in the same spot as the "Sign In" button.) Select "Scheduled Gift".

Step 4: After selecting "Scheduled Gift" it will bring you to a new screen that will show your currently scheduled gift. To the right of that, you will see "three dots". Click on those dots and then select "EDIT".

Step 5: This will bring up the giving form and it will have the current gift pre-populated. Update your gift amount and select CONTINUE.

Step 6: Verify the correct payment method and select SUBMIT.

Please Note: editing a gift will not change the day of the month or frequency of the donation and it will begin with the next regularly scheduled date. Want to change the day of the month or frequency? At Step 4 above, you will click cancel the current gift to remove the current gift. Then, proceed to the icon "+Give" to add a new recurring online gift with a new date and frequency. Proceed to Step 5 to continue.

