

eTithing Help Guide

CHANGING A RECURRING CONTRIBUTION

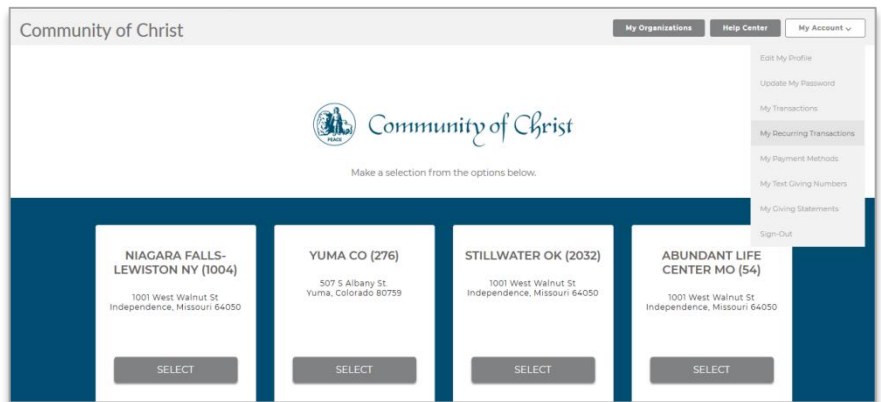


After signing into your eTithing account at www.etithing.org use the following 8 steps to change an existing recurring contribution.

Step 1: Find Your Contribution

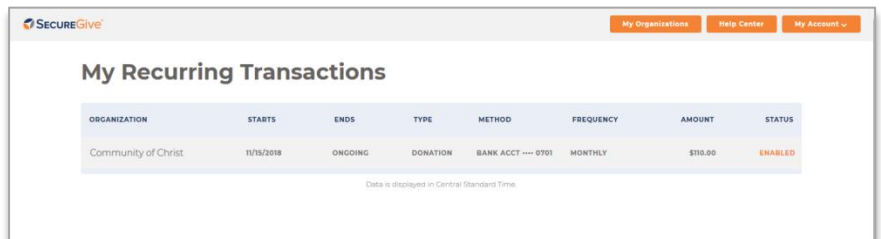
Select *My Account* in the top right of the screen.

Then select *My Recurring Transactions* from the dropdown list.



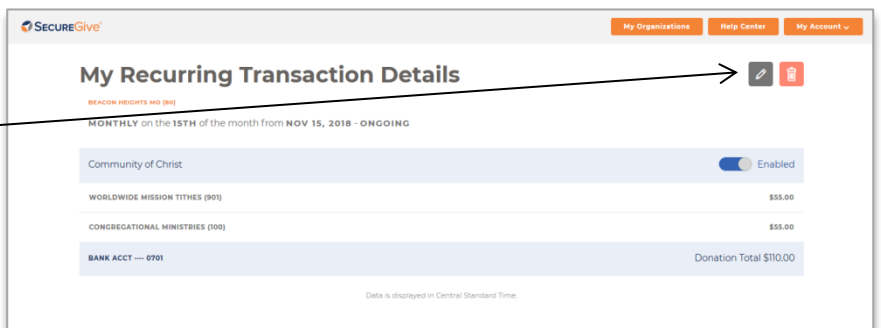
Step 2: Select Your Donation

A list of all your recurring transactions will appear. Click on the one you wish to change.



Step 3: Edit or Delete

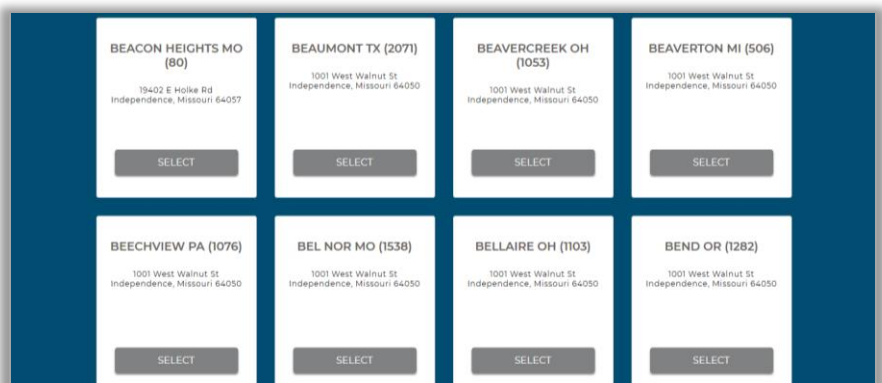
To edit this contribution select the pencil icon



Step 4: Select Congregation

Scroll down the screen and find the congregation that's associated with your contribution and click SELECT

Or select *Worldwide Mission Tithes* if you give directly (not through a congregation)



Step 5: Edit Your Donation

A breakdown of your current contribution is displayed. Enter your updated contribution amounts in the boxes on the right and select NEXT.

Each congregation has different giving options listed. Don't be concerned if your screen has more or less options than shown here.

Edit Recurring Donation

Worldwide Mission Tithes (901)	55.00
Congregational Ministries (100) <small>Local Mission Tithes</small>	55.00
Congregational Building (101) <small>Local Mission Tithes</small>	\$

Make this transaction anonymous

\$110.00

CANCEL **NEXT**

Step 6: Donation Frequency

Enter a new start date for your contribution.

You can also change the frequency of your contribution to weekly, every 2 weeks, twice a month, monthly or quarterly.

Edit Donation Frequency

Frequency *
Monthly

Start Date * 11/13/2018 Charge On * 15th Until * Ongoing

Frequency Summary: MONTHLY on the 15TH of the month from NOV 13, 2018 - ONGOING

BACK **NEXT**

Step 7: Payment Method

Select the account your contribution will be given from or enter a new card or bank account details.

You still need to re-select your account even if it has not changed.

Select a Payment Method

BANK ACCT **0701**

ENTER NEW CARD

ENTER NEW BANK ACCT

BACK

Step 8: Confirm New Donation

Review your new contribution. If everything is correct select UPDATE.

If not select BACK and repeat the above steps.

You'll return to the *My Recurring Transactions* page and the following message should be displayed:

Confirm Recurring Donation

Frequency Summary: MONTHLY on the 15TH of the month from NOV 13, 2018 - ONGOING

Worldwide Mission Tithes (901)	60.00
Congregational Ministries (100)	60.00

BANK ACCT ** 0701**

\$120.00

Add a message

BACK **UPDATE**

Recurring transaction was successfully updated.