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.

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.

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.

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:

Recurring transaction was successfully updated.

If you require further assistance please contact: fiscalservices@CofChrist.org