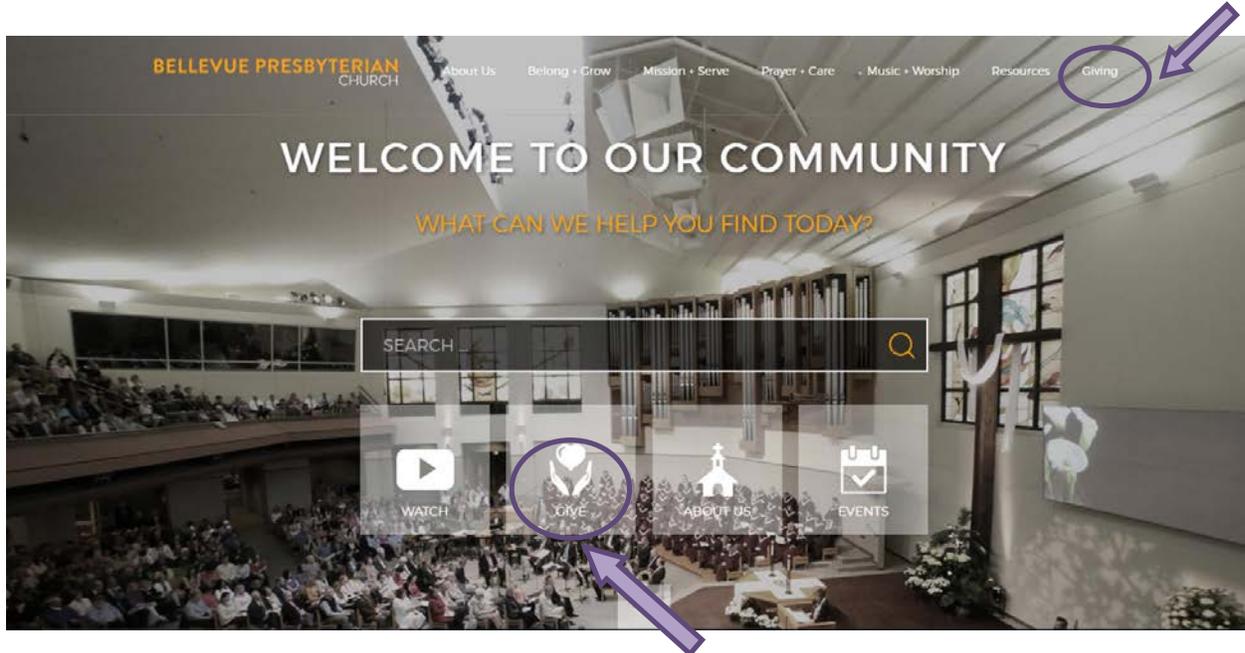


Changing a Recurring Online Gift Amount

If you need to adjust the amount of your recurring payment please follow the instructions below. Complete your changes at least one business day prior to your scheduled payment to ensure the update has time to process.

Procedures:

- 1) Go to the BelPres website.
 - a. On the BelPres home page (www.belpres.org) select “Giving” from the top menu, or click the “Give” box in the center of the screen.
 - b. Click the green box “Donate Online” (which will re-direct to a secure public.serviceu.com website.)



- 1) Log in using the information you originally used when setting up your account.



- 2) Open up “My Profile” by clicking on the link in the extreme top right corner of the page. (Some users may need to scroll to the right in order to see this link.)

Online Giving

1 Payment Form 2 Payment Details 3 Receipt

First Name * = Required

Contact Information

3) Click on the “**My Payments Tab**” and then click the “**Manage Recurring Payments**” link.

My Profile

Overview My Events **My Payments** My Settings

My Payments

Last 3 Months (Aug. 2016 - Today)

4) Under the “Action” column select “Edit”. (Other options are to “Disable” or “Delete”)

My Profile

Overview My Events **My Payments** My Settings

Recurring Payments

Payment Results				
Organization	Payment Name	Total	Status	Action
Bellevue Presbyterian Church	Online Giving	\$150.00	Active	Edit Disable Delete

5) On the next screen change the dollar amounts listed in the fields at the bottom of the page to reflect your newly desired amount. Once you are happy with that, click “**Continue**”. If you are changing nothing else (credit card information, payment timing, etc) you can skip through the next 2 screens by hitting the “**Continue**” buttons on each page.

My Profile

- Overview
- My Events
- My Payments
- My Settings

Online Giving

First Name • • = Required

Last Name •

Address •

Address (cont.)

City •

State

Zip

Phone Number •

Email Address •

Gift to General Tithe / Offering (USD)

Gift to Ripple Effect (USD)

Gift to Let the Ripples Continue (USD)

Other Gift (USD)

If other gift, please specify

Please enter gift in dollar/cent format with no dollar sign symbol (0.00)

Please note by setting up a profile during online giving, you help the church process your payment in a more timely manner.

[Continue >](#) or [Go Back](#)

Payment Information

Payments Made	0
Total	\$150.00
Status	Active

My Profile

- Overview
- My Events
- My Payments
- My Settings

Online Giving

Payment Frequency

Once a month on the day of the month.

Every Month(s)

Make First Payment On

Make Last Payment On

or after total payments.

[Why can't I set the date past 12/31/2100?](#)

[Continue >](#) or [Go Back](#)

Payment Information

Payments Made	0
Total	\$200.00
Status	Active

Updated from \$150 to \$200

My Profile

Overview My Events My Payments My Settings

Online Giving

Choose a Payment Method

Card Account

 Ending in 2764
01-January 2020
John Smith 425-454-3082
1717 Bellevue Way NE jsmithexample@gmail.com
Bellevue, WA 98004 jsmithexample@gmail.com

 Pay with a New Credit Card

Payment Information

Payments Made	0
Total	\$200.00
Status	Active

[Continue >](#) or [Go Back](#)

My Profile

Overview My Events My Payments My Settings

Online Giving

 Please confirm the changes made to the following recurring payment.

Payment Information

Payments Made	0
Total	\$200.00
Status	Active

Form Summary

First Name John
Last Name Smith
Address 1717 Bellevue Way NE
Address (cont.)
City Bellevue
State WA
Zip 98004
Phone Number (425) 454-3082
Email Address jsmithexample@gmail.com
Gift to General Tithes / Offering \$200.00
Gift to Ripple Effect
Gift to Let the Ripples Continue
Other Gift
If other gift, please specify

Schedule Summary

- First payment of \$200.00 will occur on Nov 20, 2016.
- Second payment of \$200.00 will occur on Dec 20, 2016.
- Subsequent payments of \$200.00 will occur every 1 Month(s) beginning Jan 20, 2017 and ending Nov 20, 2017.

Billing Summary

Billing Address	Payment Method
1717 Bellevue Way NE	John Smith
Bellevue, WA	 ending in 2764
US	Expires: 01/20
98004	
jsmithexample@gmail.com	
425-454-3082	

[Confirm >](#) or [Go Back](#)

- 6) The above screen will show a summary of what you have entered. Verify the information is correct and **CLICK CONFIRM**. (If you miss this step the changes you have just entered will be lost.) You should see a confirmation screen that gives the message "Recurring payment was successfully updated."
- 7) Sign Out and close browser . . . change is completed!

If you have any questions regarding this process or any of your contributions to Bellevue Presbyterian Church please contact Susan Calabrese, Contributions Coordinator. Susan can be reached at scalabrese@belpres.org or through the church office at 425-454-3082.