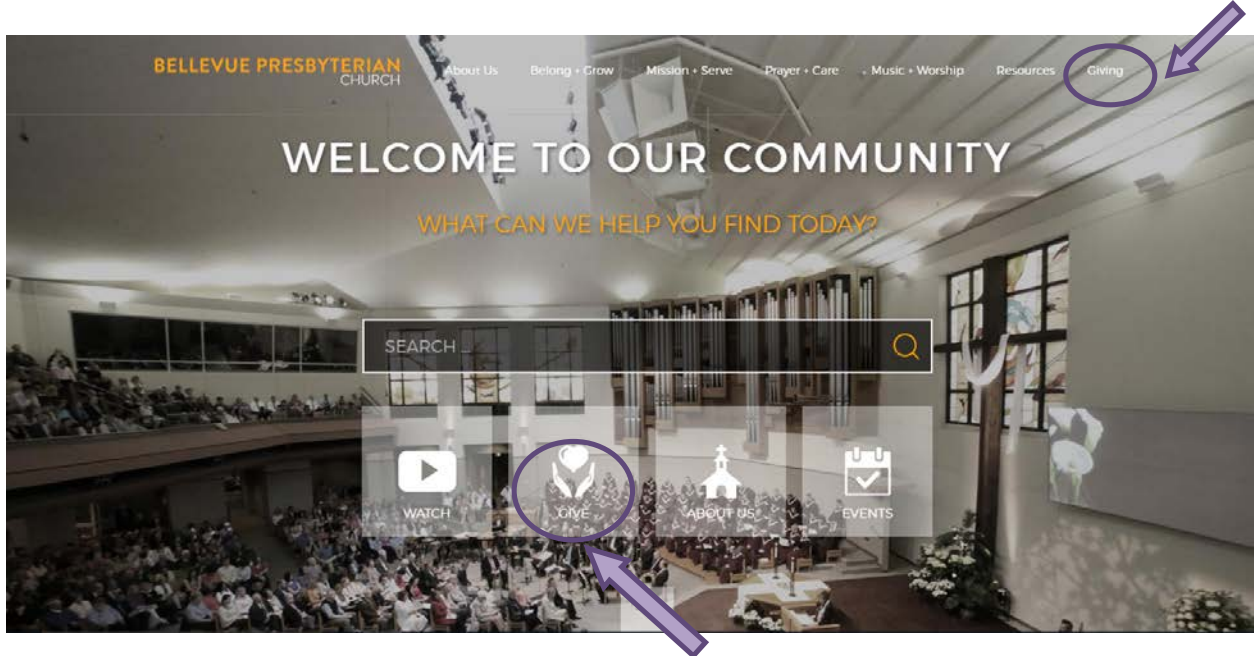


Editing Payment Information for Recurring Payments

If for some reason you need to go in and edit your bank account or credit card information for a recurring payment please follow the steps shown below:

- 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).



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



Online Giving

You can pay either by signing in or as a guest.

Sign in and pay

E-mail address

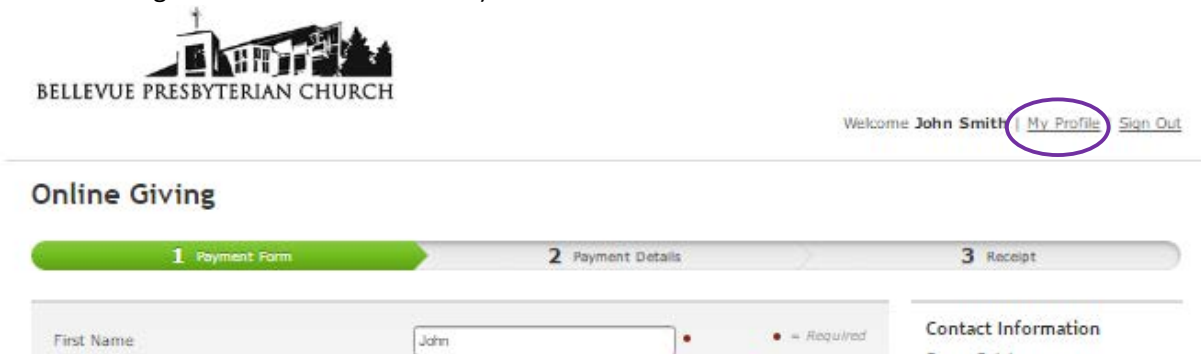
Password

[Don't have an account? Sign up now! \(Benefits\)](#)

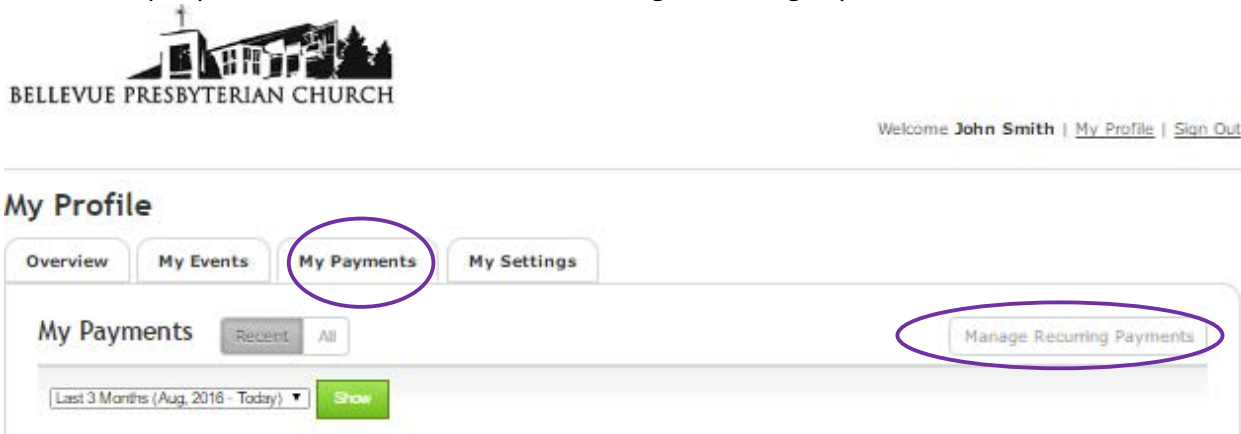
[Did you forget your password? Recover it here.](#)

[Sign In >](#)

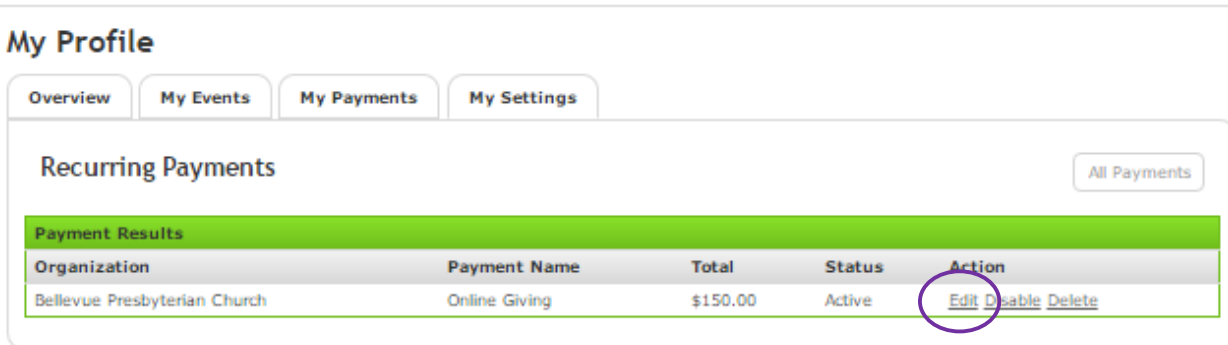
- 3) Open up “My Profile” by clicking on the link in the extreme top right corner of the page. (Some users may need to scroll to the right in order to see this link.)



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



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



- 6) Click “Continue” at the bottom of the next 2 screens (Address & Amount Information, Schedule) to progress through to your recurring payment details. You should now be looking at the “Payment Method Screen”.


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 jsmith@example@om
Bellevue, WA 98004 all.com

 Pay with a New Credit Card

Continue or Go Back

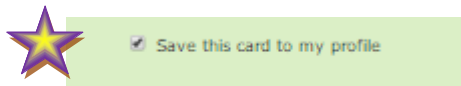
Payment Information	
Payments Made	0
Total	\$150.00
Status	Active

Annotations: "Click to Set up New Credit Card" points to the radio button for "Pay with a New Credit Card". "Scroll to new date in drop-down list" points to the expiration date dropdown menu.

7) From here, select the “Card” or “Account” tab depending on the payment method you would like to update.

8) If choosing **Card**:

- To change the expiration date:** use the drop-down list to choose a new month and year.
- To change the credit card:** select **Pay with a New Credit Card**
- Enter your new credit card information and then click **“Save this card to my profile”** at the bottom of the form to override the credit card or checking account information that was previously stored in the system. When you are satisfied with your entry click “Continue”.



Continue

- The next 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 then see a confirmation screen that gives the message “Recurring payment was successfully updated.”

9) If choosing **Account**:

- a) Enter new Routing Number and Checking Account Number

My Profile

Overview | My Events | My Payments | My Settings

Online Giving

Choose a Payment Method

Card | **Account**

Pay with a New Checking Account

Account Information

Name on Account: John Smith

Routing Number (9 digits):

Account Number (3-17 digits):

Billing Information

Email Address: jsmith@example@gmail.com

Phone Number: 425-454-3082

Save this account to my profile

Continue or [Go Back](#)

Payment Information

Payments Made	0
Total	\$150.00
Status	Active

- b) Click the box **“Save this account to my profile”** or you will lose the changes you’ve made
- c) Click **“Continue”**

- d) Click **“Confirm”** 

10) **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.