

INSTRUCTIONS FOR CHANGING FROM OLD ONLINE GIVING TO NEW ONLINE GIVING

CANCELING AN ACTIVE GIFT IN THE FORMER ONLINE GIVING TOOL:

An active gift is a gift that you are currently contributing to. You can cancel an active gift at any time. The cancellation stops future processing of payments for the gift. A historical record of all prior gifts is retained in the system for reporting purposes.

1. Login to your account.
2. On the Home page, select My Active Online Giving Box.
3. Click Edit pencil for the gift you want to cancel.
4. Click the Cancel Gift box. A message is displayed requesting that you want to confirm the cancellation.
5. Click OK to cancel the gift. The gift is permanently removed from the Online Giving system.

DELETING A PAYMENT METHOD IN THE FORMER ONLINE GIVING TOOL:

1. On your Home page, click My Payment Methods.
2. In the Edit Card column, select the Delete link. A message is displayed asking you to confirm the deletion.
3. Click Submit to delete the payment method. Contributions to your gifts are immediately suspended.

CREATING AN ACCOUNT IN THE NEW AND BETTER ONLINE GIVING TOOL:

1. Follow the link for the New and Better Online Giving Tool under the Giving Tab.
2. Under the St. Mary of Nazareth Banner, choose "Sign In."
3. At bottom of the sign in page, click on "Register for a new account."
4. Follow instructions.