

Online Giving User Guide

The Wesleyan Church/Global Partners



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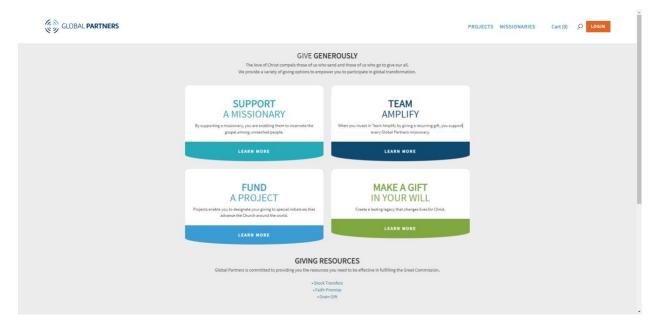
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Access the online giving platform

The online giving platform can be accessed from gponline.org. Visit gponline.org and click *Donor Login* to be directed to the online giving home page. To access the online giving home page directly, visit <u>https://twchub.force.com/donorportal/s</u>.



Sign up for online giving

Sign up as an Individual

- 1. From gponline.org, click *Donor Login*. Alternatively, from the online giving home page, click LOGIN.
- 2. On the LOGIN page, click Not a Member?
- 3. On the Registration page, fill out all required fields:

First Name	Your first name
Last Name	Your last name
Email	Your email. This email
	address will be used to send
	eReceipts and other
	electronic communication.

4. On the Registration page, fill out optional fields if desired:

Donor ID	Your unique Donor ID. This number can be found in the ID field of your giving
	receipt.
Membership Church	The name of the Wesleyan
(Wesleyan)	church you are a member of
Contact Phone	Your phone number



Contact Address (Mailing	Your mailing address. This
Street, Mailing City, Mailing	address will be used to mail
State/Province, Mailing	receipts for offline gifts, if
Zip/Postal Code, Mailing	opted in.
Country)	

- 5. Mark the *I agree to Privacy Policy* checkbox to agree to the online giving Privacy Policy.
- 6. Click REGISTER. You will be redirected to the registration confirmation page. A confirmation email will be sent to the email address used to register.
- 7. In your inbox, open the registration email from donation@wesleyan.org. Click the *Please follow this link to complete your registration* link. You will be directed to the Change Your Password page.
- 8. Enter a password in the New Password and Confirm New Password fields.
- 9. Click *Change Password*. You will be directed to the online giving home page.

Sign up as a representative of a Wesleyan church

Representatives of Wesleyan churches will have access to view and manage the Giving History for the church they represent. By default, all users with a Church Leader role in TWCHub will be set as a church representative in the online giving platform.

To check if you're registered as a Wesleyan church representative:

- 1. Log in or sign up as an individual.
- 2. In the top navigation, select *My Giving History*.
- 3. Click *Church/Organization Donations*. If you are registered as a Wesleyan church representative, the church's giving will appear on the page.

If you are not registered as a Wesleyan church representative but would like to be, contact your Church Administrator. Alternatively, contact Donor Services at donation@wesleyan.org.

Please note that donations can be made on behalf of a church or organization at any time, regardless of whether the user is verified as a church or organization representative. View Give to a Fund and Submit Intended Support for further details.

Sign up as a representative of another church or organization

Representatives of non-Wesleyan churches and organizations may request access to view and manage the Giving History for the church or organization they represent. This may be done when signing up for online giving.

- 1. From gponline.org, click Donor Login. Alternatively, from the online giving home page, click LOGIN.
- 2. On the LOGIN page, click Not a Member?
- 3. On the Registration page, fill out all required fields. Please enter your personal contact information in these fields:

First Name Your first name



Last Name	Your last name
Email	Your email. This email
	address will be used to send
	eReceipts and other
	electronic communication.

- 4. Mark the *I am a representative of an organization* checkbox.
- In the Organization field, search for your church or organization. If your church or organization appears in the search results, select it to auto-populate the Organization fields. If your church or organization does not appear in the search results, enter the church or organization name and fill out the Organization fields for the church or organization:

Organization Address (Street, City, State, Zip, Country)	The church or organization's mailing address. This address will be used to mail
	paper receipts for offline
	gifts, if opted in.

6. On the Registration page, fill out optional fields if desired:

Donor ID	Your unique Donor ID. This number can be found in the ID field of your giving receipt.
Membership Church (Wesleyan)	The name of the Wesleyan church you are a member of
Contact Phone	Your phone number
Contact Address (Mailing	Your mailing address. This
Street, Mailing City, Mailing	address will be used to mail
State/Province, Mailing	receipts for offline gifts, if
Zip/Postal Code, Mailing	opted in.
Country)	

- 7. Mark the *I agree to Privacy Policy* checkbox to agree to the online giving Privacy Policy.
- 8. Click REGISTER. You will be redirected to the registration confirmation page. A confirmation email will be sent to the email address used to register.

Registration as a representative of a church or organization will need to be verified by Donor Services before access is granted to the church or organization's giving history. Once church or organization representation has been verified, you may view the church or organization giving history by taking the following steps:

- 1. Log in or sign up as an individual.
- 2. In the top navigation, select *My Giving History*.



3. Click *Church/Organization Donations*. If you are registered as a church or organization representative, the church or organization's giving will appear on the page.

Please note that donations can be made on behalf of a church or organization at any time, regardless of whether the user is verified as a church or organization representative. View Give to a Fund and Submit Intended Support for further details.

Log in to online giving

All users are required to re-register for online giving after 3/22/2022.

- 1. From gponline.org, click Donor Login. Alternatively, from the online giving home page, click LOGIN.
- 2. Enter your User Name and Password. Your User Name is the email address used at registration.
- 3. Click LOG IN. You will be directed to the online giving home page.

If you are unable to log in, see <u>Reset your password</u> or <u>Sign up for online giving</u>.

Log out

1. From any online giving page, click the user icon (*Welcome, [first name]*) and select LOG OUT. You will be directed back to the LOGIN page.

Reset your password

- 1. Navigate to gponline.org and click *Donor Login* to access the login page.
- 2. Click Forgot your password? You will be directed to the PASSWORD RESET page.
- 3. In the *Username* field, enter your username. Your username is the email address used at registration.
- 4. Click Reset Password. You will be directed to the confirmation screen, indicating that a password reset email was sent.
- 5. In your inbox, open the password reset email from donation@wesleyan.org. Click the *Please follow this link to reset your password* link. You will be directed to the Change Your Password page.
- 6. Enter a password in the New Password and Confirm New Password fields.
- 7. Click *Change Password*. You will be directed to the online giving home page.



Search for a Fund



- 1. In the top navigation of any gponline.org or online giving page, click *Projects* or *Missionaries* to access the Projects or Missionaries directory.
- 2. In the directory, enter the Fund Description or Fund ID of the fund you're searching for.
- **3.** Click Enter to search. The directory will be filtered to include only matching results. The results will show the Fund ID, Fund name, a brief description of the Fund, and a Fund region. To view further details for the fund, click the linked Fund ID/Fund name.



Give to a Fund

- 1. Search for the desired Fund.
- 2. Click the Fund ID/Fund name link to access the Fund detail page.
 - **a.** Alternatively, click GIVE NOW on the Fund directory for the desired fund. The donation form will appear, and step 7c can be skipped.



3. Click GIVE NOW. The donation form will appear.



BRONZE \$50	SILVER \$100	GOLD \$250
\$500	PLATINUM \$1000	
OTHER	Enter amount	
One-Time Re	curring	
	of someone	

- 4. Enter the donation amount by selecting one of the pre-selected amounts. Alternatively, select *Other* and enter a donation amount in the *Enter amount* field.
- 5. Select One-Time or Recurring:
 - a. One-time gifts will be charged as a single transaction.
 - b. Recurring gifts will be set to charge on a selected interval. Fill out the additional fields for a recurring gift:

Frequency	The interval on which a
	recurring gift will be charged
	(Weekly, Monthly,
	Quarterly, Annually)
Start Date	The date of the first
	withdrawal for the recurring
	gift
End Date (optional)	The date on which the
	recurring withdrawals will
	stop. If left blank, the
	recurring gift will continue
	until cancelled by the donor.
Comments (optional)	Any additional gift details
	that should be delivered to
	Donor Services, the
	missionary, or the Fund
	manager

6. If the gift is being given in honor or in memory of an individual, mark the *This gift is being given in honor of someone* checkbox and fill out the Honoree fields. (If this gift is not being given in honor or in memory of an individual, skip to step iv):



Honoree First Name,	The first and last name of
Honoree Last Name	the individual being
	honored with the gift
Notification Recipient Name	The first and last name of
(Optional)	the individual who should
	be notified of the memorial
	gift
Notification Recipient	The mailing address of the
Address (Optional)	individual who should be
	notified of the memorial
	gift. A notification letter will
	be sent from Global
	Partners to this address.
Message (Optional)	The message that will be
	delivered by Global Partners
	to the individual to be
	notified of the memorial gift

7. Click *Add to Cart*. The confirmation page will appear. Click CHECK OUT NOW to be directed to your cart and complete the transaction. Alternatively, click CONTINUE BROWSING to be directed back to the Fund detail page. You can complete your transaction later in the Cart.

Your one-time gift of \$100 to WM04-1351 BOB & BRENDA BAGLEY has been added to your Cart	
CART TOTAL: \$100	
CONTINUE BROWSING CHECK OUT NOW	

Submit Intended Support (formerly Faith Promise)

Intended Support (formerly Faith Promise) is meant to record your intent to support a missionary. Intended Support can be submitted for either online or offline giving. For Intended Support that will be fulfilled through offline gifts, payment information will not be required. For more information on Intended Support, click <u>here</u>.

Please note that automated recurring gifts to missionary support funds will, by default, have an Intended Support created. If you have submitted a recurring gift to an online missionary support fund, completing the Intended Support form is not necessary.

Active Intended Support can be viewed and edited on the My Intended Support page.



- 1. Search for the desired Fund. Please note that Intended Support may only be submitted for Missionary Support Funds.
- 2. Click the Fund ID/Fund name link to access the Fund detail page.
- 3. Click Submit Intended Support. The Intended Support form will appear.

	SUBMIT INTENDED SUPPORT	
	My Intended Support	
* You Are		
Select an Option		~
* Give Through		
Global Partners		~
* Frequency		
Select an Option		~
* My Intended Support Amount		
ENTER AMOUNT		
* Start Date	End Date (Optiona	N)
Jan 20, 2022	8	8
*I want to Give Later or Offline	Start paying now	
	CLOSE	

- 4. Fill out the form fields:
 - a. Select a value in the *You are* field to indicate your donor type:

Individual	I am giving on my own
	behalf or on behalf of my
	household
Wesleyan Church	I am giving on my behalf of
	my Wesleyan church
Other Church or Organization	I am giving on behalf of my
	church or organization

- i. If giving on behalf of a Wesleyan church, search for the Wesleyan church in the *Wesleyan Church* field.
- ii. If giving on behalf of another church or organization, search for the church or organization in the *Other Church or Organization* field. If the church or



organization does not appear in the search, enter the church or organization name.

b. Select a value in the *Give Through* field:

Global Partners	My gifts will be sent directly to Global Partners or The Wesleyan Church, either online or through mailed cash or check
Church	My gifts will be sent to Global Partners or The Wesleyan Church by my church (I give to my church, then my church forwards the funds)
The Wesleyan Church of Canada	My gifts will be sent directly to The Wesleyan Church of Canada, either online or though mailed cash or check

c. Select a value in the *Frequency* field:

Monthly	I will make a gift toward my Intended Support once per month
Annually	I will make a gift toward my Intended Support once per year, or on another interval besides monthly

- d. Enter the Intended Support gift amount in the *My Intended Support Amount* field. For monthly gifts, enter the monthly gift amount. For annual gifts, enter the annual gift amount.
- e. Enter the start and end dates for the Intended Support:

Start Date	The date the Intended
	Support giving will begin.
End Date (Optional)	The date the Intended
	Support will end. If left
	blank, the Intended Support
	will automatically renew
	annually.



f. If the Intended Support is being submitted on behalf of an individual, indicate how the payment will be fulfilled in the *I want to field*:

Give Later or Offline	The Intended Support will
	be fulfilled at a later date,
	either through online giving
	or mailed cash or check.
Give Now	I will begin to fulfill the
	Intended Support today
	through a one-time gift. If
	this is selected, enter the
	gift amount in the Gift
	Amount field.

5. Submit your gift:

- a. For Give Later or Give Offline:
 - i. Click SUBMIT. A confirmation page will appear. A confirmation email will be sent to the email address used during submission within 24 hours.
- b. For Give Now:
 - i. Enter the amount of your first gift in the First Donation Amount field.
 - Click Submit. The confirmation page will appear. Click CHECK OUT NOW to be directed to your cart and complete the transaction. Alternatively, click CONTINUE BROWSING to be directed back to the Fund detail page. You can complete your transaction later in your Cart.

View Your Cart

1. Click *Cart* in the top navigation to view your cart. If the cart has items in it, the number of items will be indicated in your *Cart* link.

PROJECTS MISSIONARIES





- 2. On the Cart page, each gift stored in your cart will be listed.
 - a. To edit gift details, click the pencil icon for the gift. The donation form will appear. Make desired changes and click *Save Changes* to return to your cart.
 - b. To remove a gift from your cart, click the X icon for the gift.
 - c. To remove all gifts from your cart, click the *Empty Cart* link.
- 3. To complete the transaction for the items in your cart, click PROCEED TO CHECKOUT.



You are almost finished	d! You can re	eview	your donatic	ons and start y	our checkout process
Fund	Amount		Frequency	Empty Cart	Total Number of Gifts 2
BOB & BRENDA BAGLEY	\$100	/	One-Time	×	Total \$150
African Wesleyan University (Initial Registration C	\$50	/	Monthly	×	PROCEED TO CHECKOUT

Check Out

Check out as when already logged in to your account

- 1. From your Cart, verify that all gift details are correct.
- 2. Click PROCEED TO CHECKOUT. The Billing Donor Information will appear.

* I am giving on beha	lf of			
Myself				-
* First Name	* Last Name	* Email	Phone	
Maddi1	Paulsen	madelinecpaul	sen@	
Street				
City		State / Province		
City		State / Province		
City		State / Province		
		State / Province		
City Zip / Postal Code				

3. Select a value in the *You are* field to indicate your donor type:

Individual	l am giving on my own behalf or on behalf of my household
Wesleyan Church	I am giving on my behalf of my Wesleyan church
Other Church or Organization	I am giving on behalf of my church or organization

- a. If giving on behalf of a Wesleyan church, search for the Wesleyan church in the *Wesleyan Church* field. The Organization Address fields will pre-populate.
- b. If giving on behalf of another church or organization, search for the church or organization in the *Other Church or Organization* field.



- i. If the church or organization does not appear in the search results, enter the church or organization name to add new. Then, optionally add the Organization Address.
- ii. If the church or organization does appear in the search results, select the church or organization. The Organization Address fields will pre-populate.
- 4. Fill out the contact information fields:

First Name, Last Name	Your first and last name. If giving on behalf of a Wesleyan church, other church, or organization, use your name as the representative.
Email	Your email address. This email address will be used to deliver the eReceipt for the gift.
Phone (Optional)	Your phone number. This number will be used to contact you for any questions related to the gift.
Address (Street, City, State/Province, Zip/Postal Code, Country) (Individuals only) (Optional)	Your mailing address. This mailing address will be used to deliver paper receipts for offline gifts, if opted in.
Organization Address (Street, City, State/Province, Zip/Postal Code, Country) (Wesleyan Chuches, Other Churches and Organizations only) (Optional)	The church or organization's mailing address. This mailing address will be used to deliver paper receipts for offline gifts, if opted in.

- 5. Select your payment method (use a stored payment method or submit with a new payment method):
 - a. Use a stored payment method:
 - i. On the Payment Methods tile, view your stored payment methods. If the payment method you wish to use is not stored, submit your gift with a new payment method.



	Paym	ent Methods	
VISA Exp 1/2023	•••• 0341	SET DEFAULT	DELETE
VISA Exp 1/2023	•••• 4242	DEFAULT	DELETE
A	DD A NEW	PAYMENT METH	O D

- ii. Click the SET DEFAULT button for the payment method you wish to use. If the payment method already has the DEFAULT button selected, proceed to step c.
 - Verify that the payment method selected appears on the Submit tile. If the correct payment does not appear, select a new DEAFULT on the Payment Methods tile or click SUBMIT VIA NEW PAYMENT METHOD to add a new payment method.

Include processing fee \$4.79
Total Number of Gifts: 2
Total Amount Charged: \$150.00
VISA •••• 4242 Exp 1/2023
SUBMIT SUBMIT VIA NEW METHOD

- b. Submit your gift with a new payment method:
 - i. On the Submit tile, click SUBMIT VIA NEW METHOD.



Card		
1234 12	34 1234 123	34
Expiration d	late	CVC Code
MM / YY	ŕ	CVC

- ii. Select your payment method (Credit Card, Bank Account Withdrawal):
 - 1. Credit Card:
 - a. Select Credit Card.
 - b. Enter the Card Number, Expiration Date, and CVC code for your credit or debit card.
 - 2. Bank Account Withdrawal:
 - a. Select Bank Account Withdrawal.
 - b. Click SELECT ACCOUNT. The Plaid account verification form will appear.
 - c. Scroll down on the form and click CONTINUE.
 - d. In the *Select your bank* field, search for and select your bank.
 - e. Enter your online banking Username and Password and click Submit.
- 6. If you would like to include the processing fee in your transaction, mark the *include processing fee* checkbox. Marking this checkbox will update the Total Amount Charged to reflect the addition of the fee.

Include processing fee \$4.79
 Total Number of Gifts: 2
 Total Amount Charged: \$154.79 ()

7. If you would like to store this payment method for future use, mark the *I want to save my card* checkbox. Please note that automate recurring gift transactions will store the payment method by default.



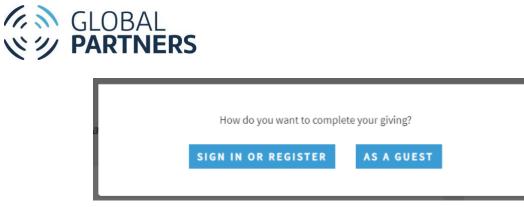
Total Amou	nt Charged: \$150.00 🛛
Credit Card	Bank Account Withdrawal
Card	
1234 1234 1234 123	4
Expiration date	CVC Code
MM / YY	CVC
We will store your payment o	details as your Cart includes a recurri

8. Click SUBMIT to complete the transaction. You will be directed to the confirmation page. Click DOWNLOAD RECEIPT to view your transaction details. A confirmation and receipt will be emailed to the email address used during checkout.

We truly cannot do this without you and your passionate support of His mission	amplify mission around the world! n. Lives continue to be made new because nes multiply into every region of the world	, , , , ,
Fund	Your Gift	Frequency
BOB & BRENDA BAGLEY	\$100	One-Time
African Wesleyan University (Initial Registration Costs)	\$50	Monthly
You will receive an email	acknowledging your §	gift!

Check out as a guest user

- 1. From your Cart, verify that all gift details are correct.
- 2. Click PROCEED TO CHECKOUT. The *How do you want to complete your giving?* Message will appear:



- a. Sign in or register:
 - i. Click SIGN IN OR REGISTER to be directed to the log in page.
 - ii. Log in or register.
 - iii. Return to your Cart.
 - iv. Complete checkout as a logged in user.
- b. As a guest:
 - i. Click AS A GUEST to complete your checkout as a guest user. The Billing Donor Information fields will appear.

*I am giving on beha	alf of		
Myself			
* First Name	* Last Name	* Email	Phone
Maddi1	Paulsen	madelinecpaulsen	@
City		State / Province	
City		State / Province	

3. Select a value in the *You are* field to indicate your donor type:

Individual	I am giving on my own
	behalf or on behalf of my
	household
Wesleyan Church	I am giving on my behalf of
	my Wesleyan church
Other Church or Organization	I am giving on behalf of my
	church or organization

a. If giving on behalf of a Wesleyan church, search for the Wesleyan church in the *Wesleyan Church* field. The Organization Address fields will pre-populate.



- b. If giving on behalf of another church or organization, search for the church or organization in the *Other Church or Organization* field.
 - i. If the church or organization does not appear in the search results, enter the church or organization name to add new. Then, optionally add the Organization Address.
 - ii. If the church or organization does appear in the search results, select the church or organization. The Organization Address fields will pre-populate.
- 4. Fill out the contact information fields:

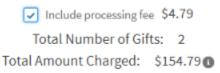
First Name, Last Name	Your first and last name. If giving on behalf of a Wesleyan church, other church, or organization, use your name as the representative.
Email	Your email address. This email address will be used to deliver the eReceipt for the gift.
Phone (Optional)	Your phone number. This number will be used to contact you for any questions related to the gift.
Address (Street, City, State/Province, Zip/Postal Code, Country) (Individuals only) (Optional)	Your mailing address. This mailing address will be used to deliver paper receipts for offline gifts, if opted in.
Organization Address (Street, City, State/Province, Zip/Postal Code, Country) (Wesleyan Chuches, Other Churches and Organizations only) (Optional)	The church or organization's mailing address. This mailing address will be used to deliver paper receipts for offline gifts, if opted in.

5. Enter your payment method:



Credit Car	d Bank Account Withdrawal
Card	
1234 1234 1234 1	1234
Expiration date	CVC Code
MM / YY	CVC
	ent details as your Cart includes a recurring g

- a. Select your payment method (Credit Card, Bank Account Withdrawal):
 - i. Credit Card:
 - 1. Select Credit Card.
 - 2. Enter the Card Number, Expiration Date, and CVC code for your credit or debit card.
 - ii. Bank Account Withdrawal:
 - 1. Select Bank Account Withdrawal.
 - 2. Click SELECT ACCOUNT. The Plaid account verification form will appear.
 - 3. Scroll down on the form and click CONTINUE.
 - 4. In the *Select your bank* field, search for and select your bank.
 - 5. Enter your online banking Username and Password and click Submit.
- 6. If you would like to include the processing fee in your transaction, mark the *include processing fee* checkbox. Marking this checkbox will update the Total Amount Charged to reflect the addition of the fee.



 Click SUBMIT to complete the transaction. You will be directed to the confirmation page. Click DOWNLOAD RECEIPT to view your transaction details. A confirmation and receipt will be emailed to the email address used during checkout.



 Fund Your Gift Frequency

 BOB & BRENDA BAGLEY
 \$100
 One-Time

 African Wesleyan University (Initial Registration Costs)
 \$50
 Monthly

View and Edit My Profile

The My Profile page displays the contact information The Wesleyan Church and Global Partners have on file as related to your giving.

1. To access the My Profile page, log in and select My Profile in the top navigation.

S	Maddil Paulsen Partner Name Maddil Paulsen	Household Maddi1 Paulsen and Joseph Tabor Household	Edit	
	Email madelinecpaulsen@gmail.com	Phone 317-774-3939		
	Address 13300 Olio Rd S Fishers, IN 46307 United States			
	About Me			
Membership Church (Wesleyan)				Edit
Paper Receipts (For offline donation	ons)			

2. Review your profile fields:

Name	Your first and last name
------	--------------------------



Europil	Very even il e debuces. This
Email	Your email address. This
	email address will be used
	to deliver eReceipts.
Phone	Your phone number
Address (Street, City,	Your mailing address
State/Province, Zip/Postal	
Code, Country) (Individuals	
only)	
Household	The name of your
	household. If more than one
	member of your household
	is a Global Partners or The
	Wesleyan Church donor,
	their name will be listed on
	the Household Details page.
About Me	Any information you would
About We	like to share with Global
Mambarshin Church	Partners about yourself
Membership Church	The name of the Wesleyan
(Wesleyan)	Church you attend, if
	applicable
Paper Receipts (For offline	Indicates whether you are
donations)	opted in to receive paper
	receipts. Paper receipts will
	only be sent for offline gifts.

- 3. To edit your biographical information:
 - **a.** Click *Edit* on the biographical information tile. The Edit User window will appear.



	Ec	lit User	
* Name		Account	
First Name		Maddi1 Paulsen and Joseph Tabor Household	
Maddi1			
* Last Name			
Paulsen			
* Email		Phone	
madelinecpaulsen@gmail.co	m	317-774-3939	
Address			
Q Searc	h Address		
Street			
13300 Olio Rd S			
	11		
City	State/Province		
Fishers	IN		
Zip/Postal Code	Country		
46307	United States		

- b. Add, edit, or delete values in desired fields.
- c. Click *Save*. The changes will be reflected on the My Profile page.
- 4. To edit your additional donor information (Membership Church (Wesleyan), Paper Receipts (For offline donations):
 - a. Click *Edit* on the additional donor information tile. The additional donor information fields will become editable:

Waterline Church	>
aper Receipts (For offline donations)	
•	

- b. Add, edit, or delete values in desired fields.
- c. Click *Save*. The changes will be reflected on the My Profile page.

View and Edit My Settings

The My Settings page shows your preferences for your online giving profile, including your login information.

1. To access the My Settings page, log in and select My Settings in the top navigation.



My Settings		
	ca	ncel Save
Account		
Username	Email Address *	
madelinecpaulsen@gmail.com	madelinecpaulsen@gmail.com	
madelinecpaulsen@gmail.com Password Change Password	madelinecpauloen@gmail.com	

2. Review the My Settings fields:

Username	The username used to log in
	to online giving. This is the
	email address you initially
	registered with. This field is
	not editable.
Email Address	Your email address. This
	email address will be used
	to deliver eReceipts for your
	giving.
Password	The password used to log in
	to online giving.

- 3. To edit your email address:
 - a. Open My Settings.
 - b. Type a new email address into the Email Address field.
 - c. Click Save.
- 4. To edit your password:
 - a. Open My Settings.
 - b. Click Change Password.
 - c. Enter your Current Password, New Password, and Verify New Password.
 - d. Click Save.

View My Giving History

The My Giving History page will show all your gifts given to The Wesleyan Church and Global Partners. The tabs will show giving made by you (MY GIVING HISTORY), giving soft credited to you by a spouse or organization (MY SOFT CREDIT DONATIONS), and giving made by you on behalf of a church or organization (CHURCH/ORGANIZATION DONATIONS).

- 1. View my donations (MY GIVING HISTORY)
 - a. Log in and select MY GIVING HISTORY in the top navigation.
 - b. On the My Giving History page, select MY GIVING HISTORY. Your gifts will be listed.



GLOBAL PARTNERS

PROJECTS MISSIONARIES Cart (4) O Welcome, Maddi1 🙆

My Donations					
portunity Name	Fund	Amount	Donation Date	Transaction	Payment Method
iddi1 Paulsen \$50 - One Time	African Wesleyan University (Initial Registration Costs)	\$50.00	01/19/22	T-000128	Credit Card
addil Paulsen \$100 - One Time	BOB & BRENDA BAGLEY	\$100.00	01/19/22	T-000128	Credit Card
addi1 Paulsen \$100 - One Time	BOB & BRENDA BAGLEY	\$100.00	01/17/22	T-000127	Credit Card
addil Paulsen \$56.00 - One Time	NEXT - Kyra Thompson	\$56.00	01/16/22	T-000124	Cash/Check
sseph Tabor \$12.00 - One Time	NEXT - Ali VanKampen	\$12.00	01/16/22		Cash/Check
addi1 Paulsen \$23.00 - One Time	NEXT - Ali VanKampen	\$23.00	01/16/22		Cash/Check
addi1 Paulsen \$3333.00 - One Time	WW General Convention Fund	\$3,333.00	01/11/22	T-000093	Cash/Check
addil Paulsen \$1 - One Time	Test AC PROJECT	\$1.00	01/09/22		ACH
rget \$50 - One Time	Save Our Education	\$50.00	01/05/22	T-000049	
idelity Brokerage Services \$5.00 - One Time	BOB & BRENDA BAGLEY	\$5.00	01/06/22	T-000046	AC Test Cash/Check



Opportunity Name:	A shorthand title describing
	your gift. Click the
	Opportunity name to view
	your gift details.
Fund	The Fund the gift was given
	to. Click the Fund name to
	view the fund detail page.
Amount	The receipted amount of
	your gift in USD
Donation Date	The date your gift was
	received
Transaction	The receipt number for your
	gift. Click the Transaction
	number to view your
	transaction details or
	download a receipt.
Payment Method	The payment method type
	used to complete the
	transaction for your gift

- 2. View the donations soft credited to me (MY SOFT CREDIT DONATIONS). These donations were given by another individual or organization but credited in part to you. Please note that the receipt for these gifts will be generated for the individual or organization listed as the donor.
 - a. On the My Giving History page, select MY SOFT CREDIT DONATIONS. Your soft-credited gifts will be listed.



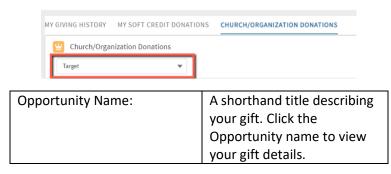
GLOBAL PARTNERS

PROJECTS MISSIONARIES Cart (4) O Welcome, Maddil 🙆

GIVING HISTORY MY SOFT CREDIT DONATIONS CHURCH/OR	SANIZATION DONATIONS				
My Soft Credit Donations					
Opportunity Name	Fund	Amount	Donation Date	Transaction	Payment Method
Maddi1 Paulsen \$3333.00 - One Time	WW General Convention Fund	\$3,333.00	01/11/22	T-000093	Cash/Check
Target \$50 - One Time	Save Our Education	\$50.00	01/06/22	T-000049	
Fidelity Brokerage Services \$5.00 - One Time	BOB & BRENDA BAGLEY	\$5.00	01/06/22	T-000046	AC Test Cash/Check
Fidelity Brokerage Services.\$4.00 - One Time	BOB & BRENDA BAGLEY	\$4.00	01/06/22	T-000045	AC Test Cash/Check
Fidelity Brokerage Services \$3.00 - One Time	BOB & BRENDA BAGLEY	\$3.00	01/06/22	T-000044	AC Test Cash/Check
Fidelity Brokerage Services \$2.00 - One Time	BOB & BRENDA BAGLEY	\$2.00	01/06/22	T-000043	AC Test Cash/Check

	1
Opportunity Name:	A shorthand title describing
	your gift. Click the
	Opportunity name to view
	your gift details.
Fund	The Fund the gift was given
	to. Click the Fund name to
	view the fund detail page.
Amount	The receipted amount of
	your gift in USD.
Donation Date	The date your gift was
	received.
Transaction	The receipt number for your
	gift. Click the Transaction
	number to view your
	transaction details or
	download a receipt.
Payment Method	The payment method type
	used to complete the
	transaction for your gift.

- 3. View donations made on behalf of another church or organization (CHURCH/ORGNIZATION DONATIONS). These gifts were made by another church or organization. If you believe you should see donations made by a church or organization but do not, contact Donor Services at donation@wesleyan.org.
 - a. On the My Giving History page, select CHURCH/ORGANIZATION DONATIONS.
 - b. In the Church/Organizations dropdown, select the Church or Organization you'd like to view the giving for:





Fund	The Fund the gift was given
	to. Click the Fund name to
	view the fund detail page.
Amount	The receipted amount of
	your gift in USD.
Donation Date	The date your gift was
	received.
Transaction	The receipt number for your
	gift. Click the Transaction
	number to view your
	transaction details or
	download a receipt.
Payment Method	The payment method type
	used to complete the
	transaction for your gift.

- 4. View donation details:
 - a. On the My Giving History page, click the Opportunity Name for the donation you wish to view.
 - b. The donation details will appear on the DETAILS tab. If the donation is linked to an automated recurring gift, the Recurring Gift will be linked in the *Recurring Donation* field.

Opportunity Maddi1 Pau	lsen \$50 - One Time		
Primary Contact Maddi1 Paulsen	Donation Date 1/20/2022	Amount \$50.00	
DETAILS REL	ATED		
✓ Donation Informa	ition		
Opportunity Name Maddi1 Paulsen \$50 - One	e Time		Fund African Wesleyan University (Initial Registration Costs)
Donation Date 1/20/2022			Donation Method Online Donation
Stage Closed Won			Give Through
Amount \$50.00			Transaction T-000128
Payment Method Credit Card			
Description			
✓ Recurring Donation	on		
Recurring Donation Maddi1 Paulsen \$50 - Rec	curring		

c. To review payment details or print a receipt, click the Transaction number in the *Transaction* field or follow the steps in View transaction details.



- 5. View transaction details (including printing a receipt):
 - a. On the My Giving History page, click the Transaction number for the donation transaction you wish to view.
 - b. The transaction details will appear on the DETAILS tab.

Transaction T-000128	
DETAILS RELATED	
Transaction Name T-000128 Fee Amount 54.79	Payment Status Paid Receipt Sert T
Total Amount \$154.79 V Payment Method Details	
Payment Method Card	Expiration Month
Bank Name	Last 4 Digits 4242
Card Brand visa	
✓ Billing Donor Information	
Donor First Name Maddi1	Donor Street
Donor Last Name Paulsen	Donor City
Donor Email	Devent Zin

c. To print a receipt for the transaction, click the *Download Receipt* button.

View and Edit My Recurring Gifts

The My Recurring Giving page will show your automated recurring giving to The Wesleyan Church and Global Partners. Recurring Gifts can be edited or cancelled from this page.

- 1. View my recurring gifts:
 - a. Log in and select MY RECURRING GIVING in the top navigation. Your recurring giving (MY RECURRING GIVING) and giving made on behalf of a church or organization (CHURCH/ORGANIZATION RECURRING GIVING) will appear.
 - b. To view the recurring giving made by me (MY RECURRING GIVING), on the My Recurring Giving page, select the MY RECURRING GIVING tab.

GLOBAL PARTNERS			PROJECTS	MISSIONARIES	Cart (4)	Q	Welcome, Maddi1	0
MY RECURRING GIVING CHURCH/ORGANIZATION RI	ECURRING GIVING							
Recurring Donation Name	Fund	Amount	Installment Period	Next Donati	on Date		Payment Method	
Maddi1 Paulsen \$50 - Recurring	African Wesleyan University (Initial Registration Costs)	\$50.00	Monthly	02/19/22			Credit Card	
Maddi1 Paulsen \$70 - Recurring	BOB & BRENDA BAGLEY	\$70.00	Monthly	04/04/22			Credit Card	

Recurring Donation Name	A shorthand title describing your gift. Click the Recurring Donation Name to view your
	gift details.



· ·	
Fund	The Fund the gift was given
	to. Click the Fund name to
	view the fund detail page.
Amount	The amount of each
	recurring gift installment
Installment Period	The frequency on which
	your transactions are
	scheduled (Weekly,
	Monthly, Annually,
	Quarterly).
Next Donation Date	The date of your next
	scheduled transaction.
Payment Method	The payment method type
	used to fulfill your recurring
	gift.

- 2. To view the recurring giving made by a church or organization, on the My Recurring Giving page, select the CHURCH/ORGANIZATION RECURRING GIVING tab.
 - a. Select the Church or Organization you'd like to view the giving history for in the Church/Organization Donations dropdown:

MY GIVING HISTORY MY SOFT CREDIT DONATIO	NS CHURCH/ORGANIZATION DONATIONS
Church/Organization Donations	
Target 💌	
Recurring Donation Name	A shorthand title describing
	your gift. Click the Recurring
	Donation Name to view your
	gift details.
Fund	The Fund the gift was given
	to. Click the Fund name to
	view the fund detail page.
Amount	The amount of each
	recurring gift installment.
Installment Period	The frequency on which
	your transactions are
	scheduled (Weekly,
	Monthly, Annually,
	Quarterly).
Next Donation Date	The date of your next
	scheduled transaction.
Payment Method	The payment method type
	used to fulfill your recurring
	gift.



- 3. View my recurring gift details:
 - i. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to view. The recurring gift details will appear on the DETAILS tab:

GLOBAL PARTNERS		PROJECTS MISSIONARIES	Cart (0) 🔎 Welcome, Maddi1 🙆
Recurring Donation Maddil Paulsen \$70 - Recurring			Edit Pause Cancel 👻
	xt Conation Date Status /2002 Paused		
DETAILS RELATED			
✓ Information Recurring Donation Name Maddil Paulsen 570 - Recurring	Donor Name Maddil Paulsen	* Amount	Make a Payment
Status Paused	End Date	ENTER AMOUNT	
Date Established 1/7/2022	Effective Date 1/7/2022		ADD TO CART
Amount \$70.00	Fund BOB & BRENDA BAGLEY		
Next Donation Date 4/5/2022	Intended Support		
Last Donation Date 1/7/2022			
✓ Frequency			
Installment Period Monthly			
✓ Payment Details			
✓ Payment Details			
Payment Method 🕒 Credit Card	Total Paid Amount		

Recurring Donation Name	A shorthand title describing your gift
Donor Name	The name of the donor
	credited for the recurring
	gift
	· •
Status	The status of your recurring
	gift (active, lapsed, closed,
	paused)
End Date	The date on which the
	recurring gift will be
	cancelled/closed
Date Established	The date the recurring gift
	was created
Effective Date	The date of the first
	transaction for the recurring
	gift
Amount	The amount of each
	recurring gift installment
Fund	The Fund the gift was given
	to. Click the Fund name to
	view the fund detail page.



Next Donation Date	The date of the next
	scheduled installment
Intended Support	Indicates whether this
	recurring gift is linked to an
	Intended Support.
	Automated gifts will
	automatically be linked to
	Intended Support.
Last Donation date	The date of the last
	successful transaction
Installment Period	The frequency on which the
	installments are scheduled
	(Weekly, Monthly,
	Quarterly, Annually)
Payment Method	The payment method type
	used to fulfill the recurring
	gift
Total Paid Amount	The total amount received
	toward the recurring gift

- 4. To view payments made toward a recurring gift:
 - a. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to view.
 - b. Click the RELATED tab. The payments linked to the recurring gift will be listed.

DETAILS RELATED		
(2) Opportunities (2)		
Opportunity Name	Donation Date	
Maddi1 Paulsen \$25 - One Time	1/7/2022	
Maddi1 Paulsen \$70 - One Time	4/5/2022	\checkmark
		View All

- 5. Edit my recurring gift schedule:
 - a. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to update the frequency for. The recurring gift details will appear on the DETAILS tab.
 - b. Click Edit. The Edit Recurring Donations window will appear:



Edit Maddi1	Paul	lsen \$70 - Recurring			
Donor Information					í
* Donor Type 🕚		* Contact			
Contact	•	📼 Maddi1 Paulsen		×	
• Date Established					
Jan 7, 2022	苗				
*Status Information *Status ① Paused	•	Status Reason () Card Expired		•	
Amount \$70.00					
* Recurring Type		* Recurring Period			
Open	•	Monthly		-	
Day of Month		* Effective Date			
5	-	lan 7-2022		<u></u>	
			Cancel	Sav	e

c. Update the values in the Donation Information fields:

Amount	The amount of each
	recurring gift installment
Recurring Type (Open, Fixed)	Indicates the schedule for
	the recurring gift. Fixed
	recurring gifts are set to
	terminate on an end date.
	Open recurring gifts will
	continue until cancelled by
	the donor.
Recurring Period (Monthly,	The frequency on which the
Advanced)	installments are scheduled.
	A Monthly Recurring Period
	will schedule one
	installment per month. An
	advanced Recurring Period
	will allow for installments to
	be scheduled on a non-
	monthly interval.
Day of Month	The day of the month on
	which the installment is
	scheduled.
Every, Installment Period	The installment period is the
(Months, Years, Weeks)	frequency on which the



	installments are scheduled.
	The Every field indicates
	how many installment
	periods should occur for a
	single installment (Example:
	Select Every=3, Installment
	Period=Months for a
	quarterly installment)
Effective Date	The date of the first
	transaction for the recurring
	gift
Amount	The amount of each
	recurring gift installment

- d. Click *Save*. The schedule details on the DETAILS tab will update.
- 6. Edit my recurring gift amount:

- a. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to update the amount for. The recurring gift details will appear on the DETAILS tab.
- b. Click *Edit*. The Edit Recurring Donation window will appear:

onor Information	1		
* Donor Type 🚯		* Contact	
Contact	•	🚥 Maddi1 Paulsen	×
* Date Established 🕕			
Jan 7, 2022	苗		
• Status 🚺 Paused	•	Status Reason () Card Expired	•
	tion		
Amount \$70.00	lion	1	
*Amount 🚯		* Recurring Period	
*Amount ① \$70.00	tion	* Recurring Period Advanced	•
\$70.00 * Recurring Type	Cion		• ate ()

- c. Change the value in the *Amount* field.
- d. Click *Save*. The recurring gift Amount on the DETAILS tab will update.
- 7. Pause my recurring gift:



- a. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to pause. The recurring gift details will appear on the DETAILS tab.
- b. Click Pause:



- i. On the Pause Recurring Gift window, select a value in the *Paused Reason* field.
- ii. Mark the checkbox for the recurring gift payment dates you'd like to skip.

			Pause Maddi1 Paulsen \$70 -	Rec	curring
		ct installment: used Reason	s from the list below. You can pause for up to 12 c	onse	cutive installments.
5		ard Expired	•		
	-	Date	Amount		Payment Method
	~	02/05/2022	\$7	0.00	Credit Card
	~	03/05/2022	\$7	0.00	Credit Card
		04/05/2022	\$7	0.00	Credit Card
		05/05/2022	\$7	0.00	Credit Card
		06/05/2022	\$7	0.00	Credit Card
		07/05/2022	\$7	0.00	Credit Card
		08/05/2022	\$7	0.00	Credit Card
		09/05/2022	\$7	0.00	Credit Card
		10/05/2022	\$7	0.00	Credit Card
		11/05/2022	\$7	0.00	Credit Card
		12/05/2022	\$7	0.00	Credit Card

- c. Click *Save*. The Next Donation Date will be updated on the DETAILS tab.
- 8. Cancel my recurring gift:
 - a. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to cancel. The recurring gift details will appear on the DETAILS tab.
 - b. Click Cancel.

	GLOBAL PARTNERS				PROJECTS	MISSIONARIES	Cart (0)	Q	Welcome, Maddi1
Recurring Do Maddi1 P	onation Daulsen \$70 - Recurring								Edit Pause Cancel
Amount \$70.00	Installment Period Monthly	Installment Frequency	Next Donation Date 4/5/2022	Status Paused					



i. On the Cancel window, select the reason for your cancellation in the *Status Reason* field:

	Cancel	
• Status Reason 👔		•
1772022		Cancel Save

- c. Click Save. The Recurring Gift Status will update to Cancelled on the DETAILS tab.
- 9. Change the Payment Method for my recurring gift:
 - a. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to update the payment information for. The recurring gift details will appear on the DETAILS tab.
 - b. Click the dropdown in the upper right-hand corner and select *Change Payment Method*. The Change Payment Method window will appear, listing all of your stored payment methods. If the payment method you would like to use is not stored, add it in My Payment Methods before completing this step.

_									
Maddi	g Donation 1 Paulsen \$70 - Recurrii	ng				Edit	Pause	Cancel	
							Change	Payment Meth	bot
Amount	Installment Period	Installment Frequency	Next Donation Date	Status				,	
\$70.00	Monthly	1	4/5/2022	Paused					_

c. On the Change Payment Method window, select the Payment Method you would like to use. The payment method will be updated:

Γ		Change Payment Method		
e: /5		Selected payment method		
	VISA Exp 1/2023		•••• 034	1
		Available payment methods		
	VISA Exp 1/2023		••• 4242	A
	VISA Exp 1/2023		••• 0341	L
	VISA Exp 1/2023	-	••• 4242	•
			Cano	el

10. Make an unscheduled online gift toward my recurring gift:



- a. On the My Recurring Giving page, click the Recurring Donation Name for the recurring donation you'd like to make a payment toward. The recurring gift details will appear on the DETAILS tab.
- b. On the Make a Payment tile, in the *Amount* field, enter the amount of the gift you'd like to make toward the recurring gift.
- c. Click Add to Cart. The gift will be added to your cart.

Recurring Donat Maddi1 Paul	_{tion} Ilsen \$70 - Recurring								Edit	Pause	Cancel	•
	nstallment Period Monthly	Installment Frequency	Next Donation Date 4/5/2022	Status Paused								
DETAILS RELATED						П			_	_		
✓ Information								Make a Payn	nent			
Recurring Donation Name Maddi1 Paulsen \$70 - Recurring			Donor Name Maddi 1 Paulser	Donor Name Maddi 1 Paulsen			* Amount					
Status® Paused		End Date	End Date		11	ENTER AMOUNT						
Date Established 1/7/2022			Effective Date 1/7/2022)				ADD TO CA	RT			
Amount \$70.00			Fund BOB & BRENDA	Fund BOB & BRENDA BAGLEY								
Next Donation Date			Intended Support					_				
4/5/2022			v									
Last Donation Date 1/7/2022												

d. Navigate to your Cart and checkout to complete the transaction. The transaction will appear on the Related tab of the recurring gift.

View and Edit My Intended Support

Intended Support (formerly Faith Promise) is meant to record your intent to support a missionary. Intended Support can be submitted for either online or offline giving. For Intended Support that will be fulfilled through offline gifts, payment information will not be required. For more information on Intended Support, click <u>here</u>.

Please note that automated recurring gifts to missionary support funds will, by default, have an Intended Support created.

- 1. View my Intended Support:
 - a. Log in and select MY INTENDED SUPPORT in the top navigation. Your Intended Support will appear:

GLOBAL PARTNERS		PROJE	CTS MISSIONARIES	ر (0) Cart	D Welcome, Maddi1 🔕
B My Intended Support					
Recurring Donation Name	Fund	Amount	Installment Period		End Date
Maddil Paulsen \$70 - Recurring	BOB & BRENDA BAGLEY	\$70.00	Monthly		

Recurring Donation Name	A shorthand title describing your Intended Support. Click the Recurring Donation Name to view your Intended Support details
	Support details.



Fund	The Fund the Intended
	Support is given to. Click the
	Fund name to view the fund
	detail page.
Amount	The amount of each
	Intended Support
	installment
End Date	The date on which your
	Intended Support will
	end/be up for renewal

- 2. View my Intended Support details:
 - a. On the My Intended Support page, click the Recurring Donation Name for the Intended Support you'd like to view. The Intended Support details will appear on the DETAILS tab:

Recurrin Maddi	ig Donation 11 Paulsen \$70 - Recurri	ng						Edit	Pause	Cancel	•
Amount \$70.00	Installment Period Monthly	Installment Frequency	Next Donation D 4/5/2022	Date Status Paused							
V Information Recurring Donation Maddil Paulsen S Status Paused Date Established 1/7/2022	n Name 70 - Recurring		6 1	onor Name faddil Paulsen nd Date Rictive Date		*Amount ENTER AMOUNT	Make a Pay				
Amount \$70.00 Next Donation Date 4/5/2022 Last Donation Date 1/7/2022			E	und 308 & BRENDA BAGLEY tended Support							
Frequency Installment Period Monthly Pavment De											
✓ Payment De Payment Method Credit Card			Tota \$25.	il Paid Amount							

A shorthand title describing
your Intended Support
The name of the donor
credited for the Intended
Support
The status of your Intended
Support (active, lapsed,
closed, paused)
The date on which the
recurring gift will be
cancelled/closed
-



Date Established	The date the recurring gift
Dute Established	was created
Effective Date	The date of the first
	transaction for the recurring
	gift
Amount	The amount of each
	recurring gift installment
Fund	The Fund the gift was given
	to. Click the Fund name to
	view the fund detail page.
Next Donation Date	The date of the next
	scheduled installment
Intended Support	Indicates whether this
	recurring gift is linked to an
	Intended support.
	Automated gifts will
	automatically be linked to
	Intended Support.
Last Donation date	The date of the last
	successful transaction
Installment Period	The frequency on which the
	installments are scheduled
	(Weekly, Monthly,
	Quarterly, Annually)
Payment Method	The payment method type
-,	used to fulfill the recurring
	gift
Total Paid Amount	The total amount received
	toward the recurring gift

- 3. To view payments made toward an Intended Support:
 - a. On the My Intended Support page, click the Recurring Donation Name for the Intended Support you'd like to view.
 - b. Click the RELATED tab. The payments linked to the Intended Support will be listed:



	ng Donation li1 Paulsen \$70 - Recurr	ing				
Amount \$70.00	Installment Period Monthly	Installment Frequency 1	Next Donation Date 4/5/2022	Status Paused		
	unities (2)					
Opportunity Na	ime		Donation Date			
	n \$25 - One Time		1/7/2022			T
	n \$70 - One Time		4/5/2022		[•
					Viev	w All

- 4. Edit my Intended Support schedule:
 - a. On the My Intended Support page, click the Recurring Donation Name for the recurring donation you'd like to update the frequency for. The Intended Support details will appear on the DETAILS tab.
 - b. Click Edit.
 - c. Update the values in the Donation Information fields:

Amount	The amount of each
	Intended Support
	installment
Recurring Type (Open,	Indicates the schedule for
Closed)	the Intended Support.
	Closed Intended Supports
	are set to terminate on an
	end date. Open recurring
	gifts will continue until
	cancelled by the donor.
Recurring Period (Monthly,	The frequency on which the
Advanced)	Intended Support
	installments are scheduled.
	A Monthly Recurring Period
	will schedule one
	installment per month. An
	advanced Recurring Period
	will allow for installments to
	be scheduled on a non-
	monthly interval.
Day of Month	The day of the month on
	which the Intended Support
	gift is scheduled
Every, Installment Period	The installment period is the
(Months, Years, Weeks)	frequency on which the



	installments are scheduled.
	The Every field indicates
	how many installment
	periods should occur for a
	single installment (Example:
	Select Every=3, Installment
	Period=Months for a
	quarterly installment)
Effective Date	The date of the first gift
	toward the Intended
	Support
Amount	The amount of each
	Intended Support
	installment

- d. Click Save. The schedule details on the DETAILS tab will update.
- 5. Edit my Intended Support amount:
 - a. On the My Intended Support page, click the Recurring Donation Name for the Intended Support you'd like to update the amount for. The Intended Support details will appear on the DETAILS tab.
 - b. Click Edit.
 - c. Change the value in the *Amount* field.

onor Informatio	n		
Donor Type 🕕		* Contact	
Contact	•	🖾 Maddi1 Paulsen	:
Date Established			
Jan 7, 2022	Ē		
Paused	•	Card Expired	,
Amount	•	Card Expired	
Paused Ionation Information Amount () \$70.00 Recurring Type ()	• Jation	Card Expired	
onation Informa Amount () \$70.00	• ation]	

- d. Click Save. The Intended Support Amount on the DETAILS tab will update.
- 6. Cancel my Intended Support:



- a. On the My Intended Support page, click the Recurring Donation Name for the recurring donation you'd like to cancel. The Intended Support details will appear on the DETAILS tab.
- b. Click Cancel.

	GLOBAL PARTNERS	i			PROJECTS	MISSIONARIES	Cart (0)	Q	Welcome, Maddi1 🙆
Recurring Maddi1	Donation Paulsen \$70 - Recurring								Edit Pause Cancel
Amount \$70.00	Installment Period Monthly	Installment Frequency 1	Next Donation Date 4/5/2022	Status Paused					

• Select the reason for your cancellation in the *Status Reason* field.

	Cancel	
• Status Reason 🚯		
Card Expired		•
		Cancel Save

- Click Save. The Intended Support Status will update to Cancelled on the DETAILS tab.
- 7. Change the Payment Method for my Intended Support:
 - a. On the My Intended Support page, click the Recurring Donation Name for the Intended Support you'd like to update the payment information for. The Intended Support details will appear on the DETAILS tab.
 - b. Click the dropdown in the upper right-hand corner and select *Change Payment Method*. The Change Payment Method window will appear, listing all of your stored payment methods. If the payment method you would like to use is not stored, add it in My Payment Methods before completing this step.

Recurring Maddi1	^{Donation} Paulsen \$70 - Recurri	ing			Edit Pause Cancel
Amount \$70.00	Installment Period Monthly	Installment Frequency	Next Donation Date 4/5/2022	Status Paused	Change Payment Method

c. Select the Payment Method you would like to use. The payment method will be updated.



Γ		Change Payment Method	
le: /t	VISA Exp 1/2023	Selected payment method	•••• 0341
	VISA Exp 1/2023	Available payment methods	•••• 4242
	VISA Exp 1/2023		•••• 0341
	VISA Exp 1/2023		•••• 4242
			Cancel

- 8. Make an online gift toward my Intended Support:
 - a. On the My Intended Support page, click the Recurring Donation Name for the Intended Support you'd like to make a payment toward. The Intended Support details will appear on the DETAILS tab.
 - b. On the Make a Payment tile, in the *Amount* field, enter the amount of the gift you'd like to make toward the Intended Support.

Recurring Maddi	g Donation 1 Paulsen \$70 - Recur	ring						Edit	Pause	Cancel	•
Amount \$70.00	Installment Period Monthly	Installment Frequency	Next Donation Date 4/5/2022	Status Paused							
DETAILS REL	ATED				- F						
✓ Information	1						Make a Pay	ment			
Recurring Donation Maddi1 Paulsen \$			Donor Name Maddi1 Pauls	en		* Amount					
Status Paused			End Date		- 1	ENTER AMOUNT					1
Date Established () 1/7/2022			Effective Date 1/7/2022	0			ADD TO C	ART			
Amount \$70.00			Fund BOB & BREND	DA BAGLEY							
Next Donation Date 4/5/2022	0		Intended Supp	oort	_						_
Last Donation Date 1/7/2022	0										

- c. Click Add to Cart. The gift will be added to your cart.
- d. Navigate to your Cart and checkout to complete the transaction. The transaction will appear on the Related tab of the Intended Support.

Manage My Payment Methods

The My Payment Methods page allows you to store ACH and credit card information securely. That payment information can be used to complete checkout in the shopping cart or fulfill automated recurring gifts. Payment information for automated recurring gifts will automatically be securely stored in My Payment Methods if the automated recurring gift is active.

1. View My Payment Methods:



a. Log in and select MY PAYMENT METHODS in the top navigation. Your stored payment methods will be listed. The Payment method with DEFAULT selected will automatically be used during checkout, unless you opt to use another payment method during checkout.

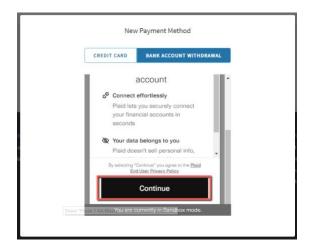
Payment Methods							
VISA Exp 1/2023	•••• 4242	SET DEFAULT	DELETE				
VISA Exp 1/2023	•••• 0341	SET DEFAULT	DELETE				
VISA Exp 1/2023	•••• 4242	DEFAULT	DELETE				
	ADD A NEW PAY	MENT METHOD					

- 2. Add a new payment method:
 - a. On the MY PAYMENT METHODS page, click ADD A NEW PAYMENT METHOD.
 - i. Credit Card:
 - 1. Select Credit Card.
 - 2. Enter the Card Number, Expiration Date, and CVC code for your credit or debit card.

New Payment Method							
CREDIT CARD BANK A	CCOUNT WITHDRAWA	AL					
Card 4242 4242 4242 4242		•					
Expiration date	CVC Code						
01 / 23 🕥	123	Ģ					

- 3. Click ADD.
- ii. Bank Account Withdrawal through online banking:
 - 1. Select Bank Account Withdrawal.
 - 2. Click SELECT ACCOUNT. The Plaid account verification form will appear.
 - 3. Scroll down on the form and click CONTINUE.





4. In the *Select your bank* field, search for and select your bank (if your bank is not listed, see Bank account withdrawal through your account and routing number):

	New Pa	ayment Method		
	CREDIT CARD	BANK ACCOUNT W	THDRAWAL	
	←	🛞 PLAID	×	
	Select your	bank		
	Chase www.chas	e.com		
	C Chime	e.com		
	You are curre	ently in Sandbox mo	ode.	

5. On the Enter Your Credentials screen, enter the username and password and click Submit:

CREDIT CARD	BANK ACCOUNT W	ITHDRAWAL
Enter yo	ur credentials	- I
	your Chase credential enabling Plaid to retrie I data.	
Usemame USer_goo	bd	₿
Password		۵



6. On the Your accounts page, select the account you would like to use and click Continue:

CREDIT C	ARD	BANK ACCOUNT	WITHDRAWA
unase	account		
	Plaid Check		\$100.00
	Plaid Savin	3	\$200.00
		ontinue Intly in Sandbox	

- 7. On the Success! Page, click Continue to add the payment method.
- iii. Bank account withdrawal through your account and routing number:
 - 1. Select Bank Account Withdrawal.
 - 2. Scroll down on the form and click CONTINUE.

CREDIT CARD	BANK ACCOUNT WITHD	RAWAL
	account	11
Plaid let	t effortlessly s you securely connect ancial accounts in	
& Your da	ta belongs to you	
By selecting	esn't sell personal info, "Continue" you agree to the <u>Plaid</u> nd User Privacy Policy	•
	Continue	

3. Enter any text in the Select your bank field so that the *Don't see your bank?* Message appears:



New Payment Method

CREDIT CARD	BANK ACCOUNT W	VITHDRAWAL
÷	8 PLAID	×
Select ye	our bank	- 1
Q test		
• Test	test.com	>
Do	n't see your bank?	. 1
Link	with account numbers	

4. Click *Link with account numbers:*

New Payment Method

CREDIT CARD	BANK ACCOUNT	WITHDRAWAL
÷	8 PLAID	×
Select yo	ur bank	- 1
Q, test		
• Test	est.com	>
Don	't see your bank?	
Link v	vith account numbers] [

- 5. On the *Link your bank with account numbers* window, click Continue.
- 6. Enter the full name listed on your bank account in the Full Name field, then click Continue.
- 7. Select the account type (Checking or Savings), then click Continue.
- 8. Select the account type (Personal or Business), then click Continue.
- 9. Enter your routing number in the *Routing number* field, then click Continue.
- 10. Enter your account number in the *Account number* field, then click Continue.
- 11. Confirm your account number by entering your account number in the *Account number* field, then click Continue.



12. On the *Authorize deposits and withdrawals* window, click Authorize. You will be directed to the confirmation screen. Click Continue to exit the confirmation screen and return to My Payment Methods. The bank account will be listed with an orange clock sign, indicating that it is not yet verified:

	Payment	Methods	
CHECKING0000	•••• 0000	VERIFY	DELETE
AD	D A NEW PAY	YMENT METHOD	

- 13. Two deposits will be added to your bank account. When the deposits appear in your account, make note of the deposit amounts and return to the My Payment Methods screen.
- 14. Click Verify.
- 15. On the Verify your bank account window, enter the 2 deposit amounts seen in your bank account and click Verify. The payment method will be updated with a green checkmark on the My Payment Methods screen and will be ready for use.
- 3. Remove a payment method:
 - a. On the MY PAYMENT METHODS page, click the DELETE button for the payment method you wish to remove.



Payment Methods							
STRIPE TEST BANK	•••• 6789	SET DEFAULT	DELETE				
VISA Exp 1/2023	•••• 4242	SET DEFAULT	DELETE				
VISA Exp 1/2023	•••• 0341	SET DEFAULT	DELETE				
VISA Exp 1/2023	•••• 4242	DEFAULT	DELETE				
ADD A NEW PAYMENT METHOD							

- 4. Change your default payment method:
 - a. On the MY PAYMENT METHODS page, click the SET DEFAULT button for the payment method to be set at the default. The payment method set as default will have the DEFAULT value highlighted.

Payment Methods								
VISA Exp 1/2023	•••• 4242	SET DEFAULT	DELETE					
VISA Exp 1/2023	•••• 0341	SET DEFAULT	DELETE					
VISA Exp 1/2023	•••• 4242	DEFAULT	DELETE					
ADD A NEW PAYMENT METHOD								