Online Giving User Guide

The Wesleyan Church/Global Partners

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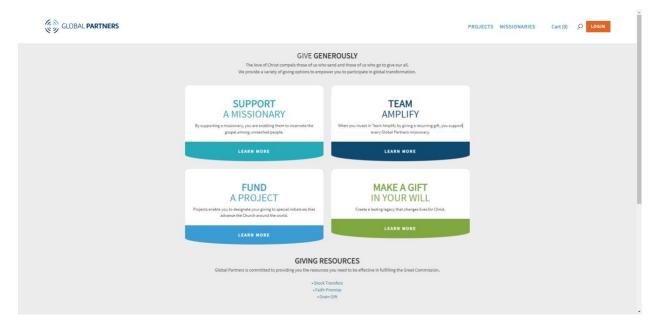
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Access the online giving platform

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 https://twchub.force.com/donorportal/s.

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 (Wesleyan)	The name of the Wesleyan church you are a member of
Contact Phone	Your phone number

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

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

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 Reset your password or Sign up for online giving.

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.

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, Honoree Last Name	The first and last name of the individual being honored with the gift
Notification Recipient Name (Optional)	The first and last name of the individual who should be notified of the memorial gift
Notification Recipient Address (Optional)	The mailing address of the 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.

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 **here**.

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.

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.
      ii. 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.

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! You can review your donations and start your checkout process

Fund	Amount		Frequency	Empty Cart
BOB & BRENDA BAGLEY	$100	✎	One-Time	✕
African Wesleyan University (Initial Registration C	$50	✎	Monthly	✕

Total Number of Gifts **2**

Total **$150**

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.

Billing Donor Information

* I am giving on behalf of

Myself ▼

* First Name	* Last Name	* Email	Phone
Maddi1	Paulsen	madelinecpaulsen@	

Street

City

State / Province

Zip / Postal Code

Country

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. 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.

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.

   1. 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.

b. Submit your gift with a new payment method:

   i. On the Submit tile, click SUBMIT VIA NEW METHOD.

    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.

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.

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.

Thank you! Your partnership will amplify mission around the world!
We truly cannot do this without you and your passionate support of His mission. Lives continue to be made new because of your gift. As we partner together, we will continue to see disciples and churches 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!

DOWNLOAD RECEIPT

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.

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:

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.

7. 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.

Thank you! Your partnership will amplify mission around the world!
We truly cannot do this without you and your passionate support of His mission. Lives continue to be made new because of your gift. As we partner together, we will continue to see disciples and churches 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!

DOWNLOAD RECEIPT

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.

2. Review your profile fields:

Name	Your first and last name

Email	Your email address. This email address will be used to deliver eReceipts.
Phone	Your phone number
Address (Street, City, State/Province, Zip/Postal Code, Country) (Individuals only)	Your mailing address
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 like to share with Global Partners about yourself
Membership Church (Wesleyan)	The name of the Wesleyan Church you attend, if applicable
Paper Receipts (For offline donations)	Indicates whether you are 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.

Edit User

* Name

First Name

Maddi1

* Last Name

Paulsen

* Email

madelinecpaulsen@gmail.com

Address

🔍   Search Address

Street

13300 Olio Rd S

City   State/Province

Fishers   IN

Zip/Postal Code   Country

46307   United States

Account

Maddi1 Paulsen and Joseph Tabor Household

Phone

317-774-3939

Cancel   Save

      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:

Membership Church (Wesleyan)

Waterline Church   ✕

Paper Receipts (For offline donations)

✔

Cancel   Save

      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

Cancel Save

Account

Username
madelinecpaulsen@gmail.com

Email Address *
madelinecpaulsen@gmail.com

Password
Change Password

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.

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.

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:

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.

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.

   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.

    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.

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:

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:

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.

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:

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, Advanced)	The frequency on which the 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 (Months, Years, Weeks)	The installment period is the 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:

        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.

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*.

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

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.

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

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.

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 **here**.

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:

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

Recurring Donation Name	A shorthand title describing your Intended Support
Donor Name	The name of the donor credited for the Intended Support
Status	The status of your Intended Support (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

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:

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, Closed)	Indicates the schedule for 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, Advanced)	The frequency on which the 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 (Months, Years, Weeks)	The installment period is the frequency on which the

![GLOBAL PARTNERS logo]

	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.

      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*.

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

- 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.

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

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.

   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.
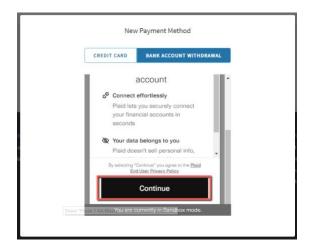

2. Add a new payment method:
   a. On the MY PAYMENT METHODS page, click ADD A NEW PAYMENT METHOD.
      i. Credit Card:
         1. Select *Credit Card*.
         2. Enter the Card Number, Expiration Date, and CVC code for your credit or debit card.

         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):

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

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

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.

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

New Payment Method

4. Click *Link with account numbers:*

New Payment Method

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:

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.

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.