

Setting Up A Recurring Gift

A RECURRING GIFT is a scheduled donation that is set up to be debited automatically according to a schedule a donor may choose. To do this, a donor will sign in to their donor account by using the SIGN IN link at the top of the donor portal page.

GIVE NOW

SIGN IN

My Donation

FUND

AMOUNT

+ ADD DONATION

SUBMIT!

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Once the donor signs into their account, they can add a donation via the MY DONATION screen. When MAKE THIS GIFT RECURRING box is clicked, prompted fields appear that will allow them to choose the frequency of their donation (i.e. Monthly, weekly, daily, etc), the “start date” (the day the schedule is to begin), and the number of times the gift is scheduled to run (“how many gifts”).

My Donation

FUND

AMOUNT

+ ADD DONATION

MAKE THIS GIFT RECURRING

Recurring Gift Details

You can edit your recurring gift anytime.

FREQUENCY

HOW MANY GIFTS *optional*

START DATE

I'd Like To Give By

TOTAL: **\$100.00**

SUBMIT!

Once the donor has chosen all fields that apply, they can choose their payment profile from the **I'd Like To Give By** drop-down menu.

If no payment profile has been saved, the donor can add a new one by selecting **New Profile** from the drop-down. They can add a credit card or directly input bank information to have the system charge the donation via ACH or e-check.

I'd Like To Give By

CREDIT CARD

BANK ACCOUNT

NAME ON CARD

This field is required

CARD NUMBER



This field is required

EXPIRATION

This field is required

|

This field is required

CVV2



This field is required

Billing Information

STREET ADDRESS

This field is required

ZIP CODE

This field is required

EMAIL ADDRESS

This field is required

Donors will receive emailed confirmation each month that their transaction has been completed.