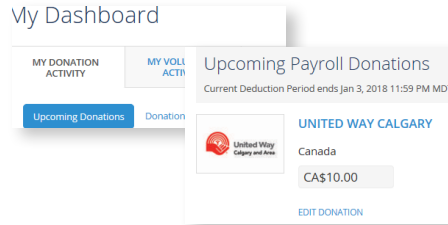


FIND YOUR EXISTING RECURRING DONATION

From your dashboard, scroll down to “My Donation Activity” and **select** “Upcoming Donations” to view all your recurring donations.



EDIT OR CANCEL YOUR RECURRING DONATION

1 Select “Edit Donation” for the recurring donation you’d like to edit or cancel.



2 Perform any of the available options:

- Change your donation from recurring to one-time¹
- Increase or decrease your donation amount per pay
- Update comments to the organization
- Pause your donation
- Cancel your donation

3 Once you have made all your changes, select “Save Change”

1. If you change it to one-time, your next payroll deduction will be the last donation and will no longer continue.

