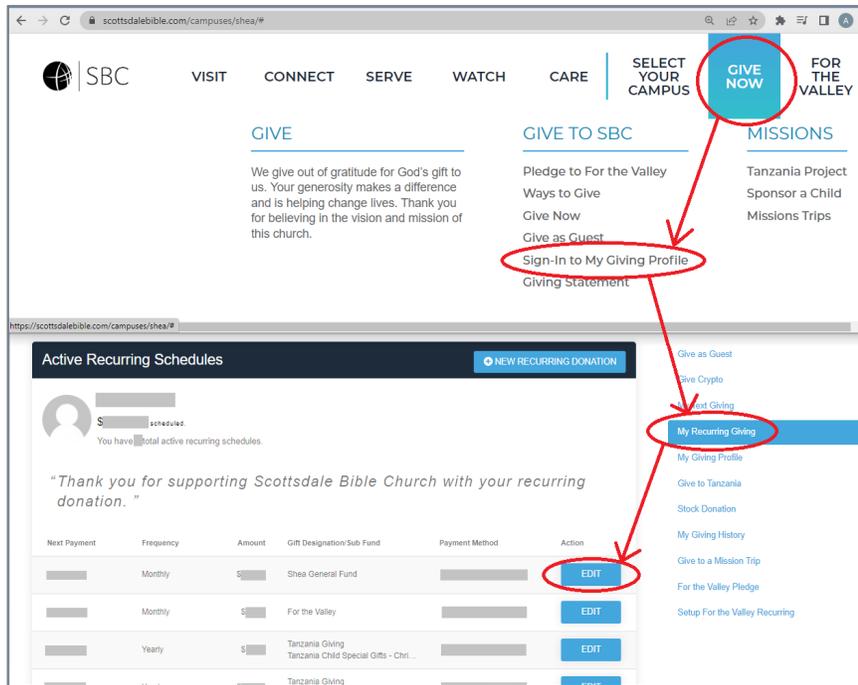


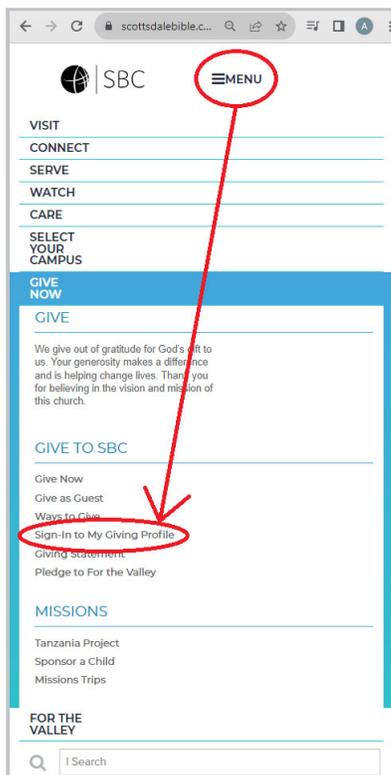
# How to update a recurring donation online

Start by signing-in to "Sign-In to My Giving Profile" at [www.scottsdalebible.com](http://www.scottsdalebible.com) with the same log-in information you used to set up your first online donation (or click Forgot Account if you can't remember your password).

After you log-in, click "My Recurring Giving."  
Then click "Edit" next to the recurring gift(s) you need to update.  
(See screenshots below.)



If you are using a device with a narrow screen, you will need to click "Menu" first:



And then scroll to the bottom of the page to the blue links after signing-in.



Once you are in the edit page, make the changes you need per the screenshot below, then click “Update Gift” to save your changes.

To change the **amount**, backspace over the old amount and type in the new one.

Click here to change the **frequency**.

Click here to change the **designation**.

Click here to add new **payment information**.  
(even if the only thing that changed is the expiration date, you will be required to add it like a brand-new card)

When you are finished, click here to **save** your changes, and **update** your gift.

Click here to **cancel** your gift.

Click here to change the **date** your gift is processed.

To switch between **check** and credit/debit card:

Click here to **cancel** your gift.

You can verify the details on your recurring gif(s) here:

My Recurring Giving

Home / My Recurring Giving

Logout of Giving

Active Recurring Schedules NEW RECURRING DONATION

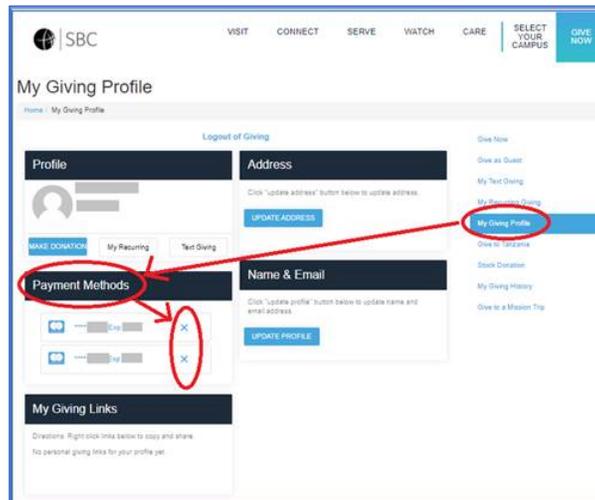
You have 2 total active recurring schedules.

"Thank you for supporting Scottsdale Bible Church with your recurring donation."

Next Payment	Frequency	Amount	Gift Designation/Sub Fund	Payment Method	Action
	Monthly	\$	Shea General Fund		EDIT
	Monthly	\$	For the Valley		EDIT

After you have updated your existing recurring gifts, you can **delete old payment methods** by clicking "My Giving Profile." You will see all the credit cards you have on file under "Payment Methods." Simply click the "x" next to any card you want to remove. (See screenshot below.)

But keep in mind that if you remove the old payment methods before updating the existing recurring gifts, any gift associated with the deleted card will be automatically cancelled as well.



Also be aware that when a recurring gift is declined for any reason, the system will not attempt the payment again until the next scheduled donation is due. If you would like to “make up” any missed donations, you will need to make a one-time gift.

If a recurring gift is declined twice in a row without a change in payment method, the system will automatically cancel the recurring gift. If that has happened, you will not see a recurring gift to update. Simply create a new gift starting at “Give Now” or “Give to Tanzania.”

If you have **any questions**, please email [giving@scottsdalebible.com](mailto:giving@scottsdalebible.com).

**Thank you so much for giving to the work the Lord is doing through SBC!**