## How to update a recurring donation online

Start by signing-in to "Sign-In to My Giving Profile" at 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.)

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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

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



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

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Home / My Recurring Giv	ving					
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<u>After</u> 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 <u>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.</u>

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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 <u>giving@scottsdalebible.com</u>.

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