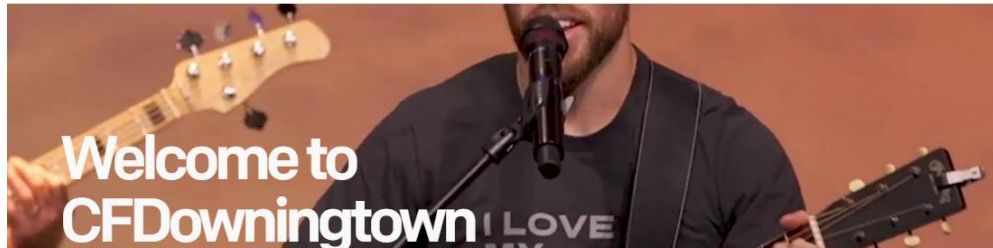


## SecureGive: Editing a Recurring Transaction

1. Go to [www.cfdowningtown.com](http://www.cfdowningtown.com)
2. Click on **Give** (select this from the top menu bar)

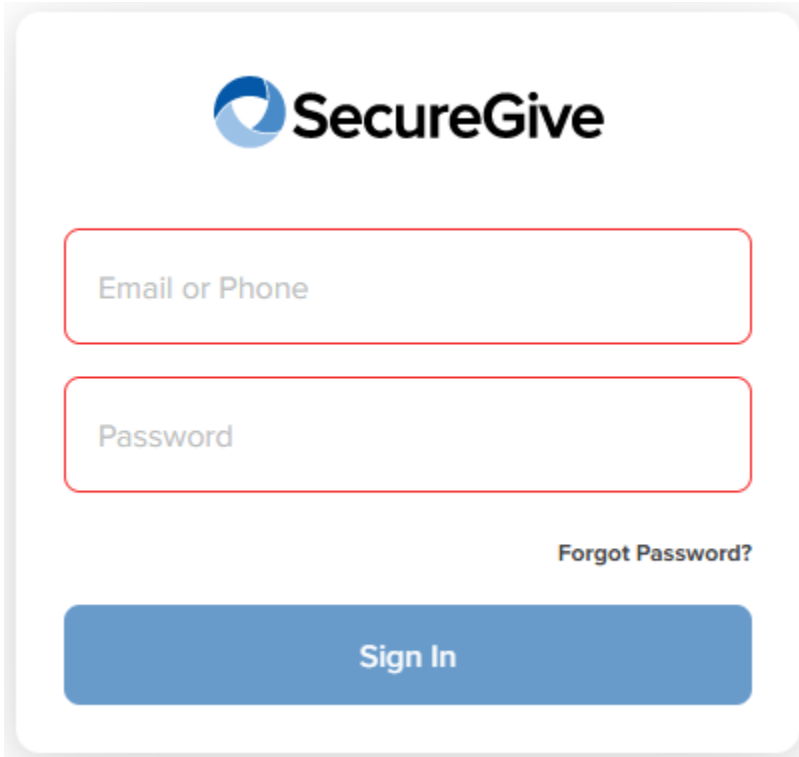


3. Click on **Recurring Giving**



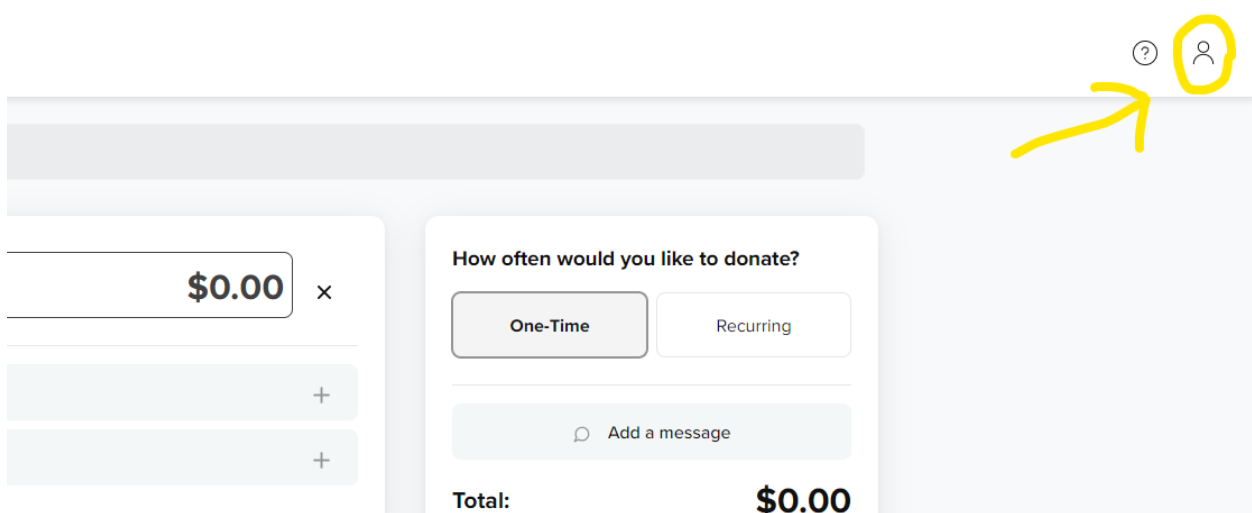
Short-Term Mission Support

4. Sign in with email or phone and password



The image shows a sign-in form for SecureGive. At the top is the SecureGive logo. Below it are two input fields: "Email or Phone" and "Password". To the right of the "Password" field is a link that says "Forgot Password?". At the bottom of the form is a blue button labeled "Sign In".

5. Click on your **User Account Icon** in the top right corner to access your profile



The image shows a user interface with a donation form and a user account icon. The donation form includes a text input field with "\$0.00", a "x" button, and two "+" buttons. Below this is a section titled "How often would you like to donate?" with two buttons: "One-Time" and "Recurring". There is also a text input field with "Add a message" and a "Total: \$0.00" label. In the top right corner, there is a user account icon (a person silhouette) and a help icon (a question mark), both of which are circled in yellow. A yellow arrow points to the user account icon.

## 6. Select **Recurring Transactions**

The screenshot shows a donation interface. On the left, there is a field for the amount, currently set to \$0.00, with a multiplier 'x' and two plus signs below it. In the center, a section titled 'How often would you like to donate?' has two buttons: 'One-Time' and 'Recurring'. Below these is an 'Add a message' field. At the bottom, the 'Total:' is displayed as '\$0.00'. On the right, a user menu is open, listing options: 'My Organizations', 'Edit Profile', 'Change My Password', 'Transactions', 'Recurring Transactions' (highlighted with a yellow circle), 'Pledges', 'Text Giving Numbers', 'Payment Methods', 'Giving Statements', and 'Sign Out'.

## 7. Choose your Recurring Contribution

The screenshot shows a table titled 'Recurring Transactions' with tabs for 'Active', 'Paused', 'Completed', and 'Cancelled'. The table has columns for Organization, Type, Method, Frequency, Start, Ends, and Amount. Two rows are highlighted with a yellow box:

| Organization      | Type     | Method      | Frequency | Start             | Ends    | Amount  |
|-------------------|----------|-------------|-----------|-------------------|---------|---------|
| Cahney Fellowship | Donation | Credit Card | Monthly   | June 2, 2019      | Ongoing | \$70.00 |
| Cahney Fellowship | Donation | Credit Card | Weekly    | December 28, 2020 | Ongoing | \$71.75 |

## 8. Select **Edit All Details**

## 9. Select **Main Portal**

## 10. Reallocate your designated Helps or Missions contributions to **General Fund**

## 11. Confirm or change the amount you would like to give

## 12. Confirm or change your Frequency

## 13. Select **Next: Payment Details**

## 14. From the Select a Payment Method page, click on the payment method you would like to use (even if there is only one), or add a new payment method

## 15. Review all details. Note, the first date it will process is listed as "Next charge date." Confirm Helps and/or Missions are taken off

## 16. Select **Update Transaction**

When complete, you can review your changes from the **Recurring Transaction Details** page again.