

How to Cancel Recurring Donation and Remove Saved Payment Methods – Old Online Giving Platform

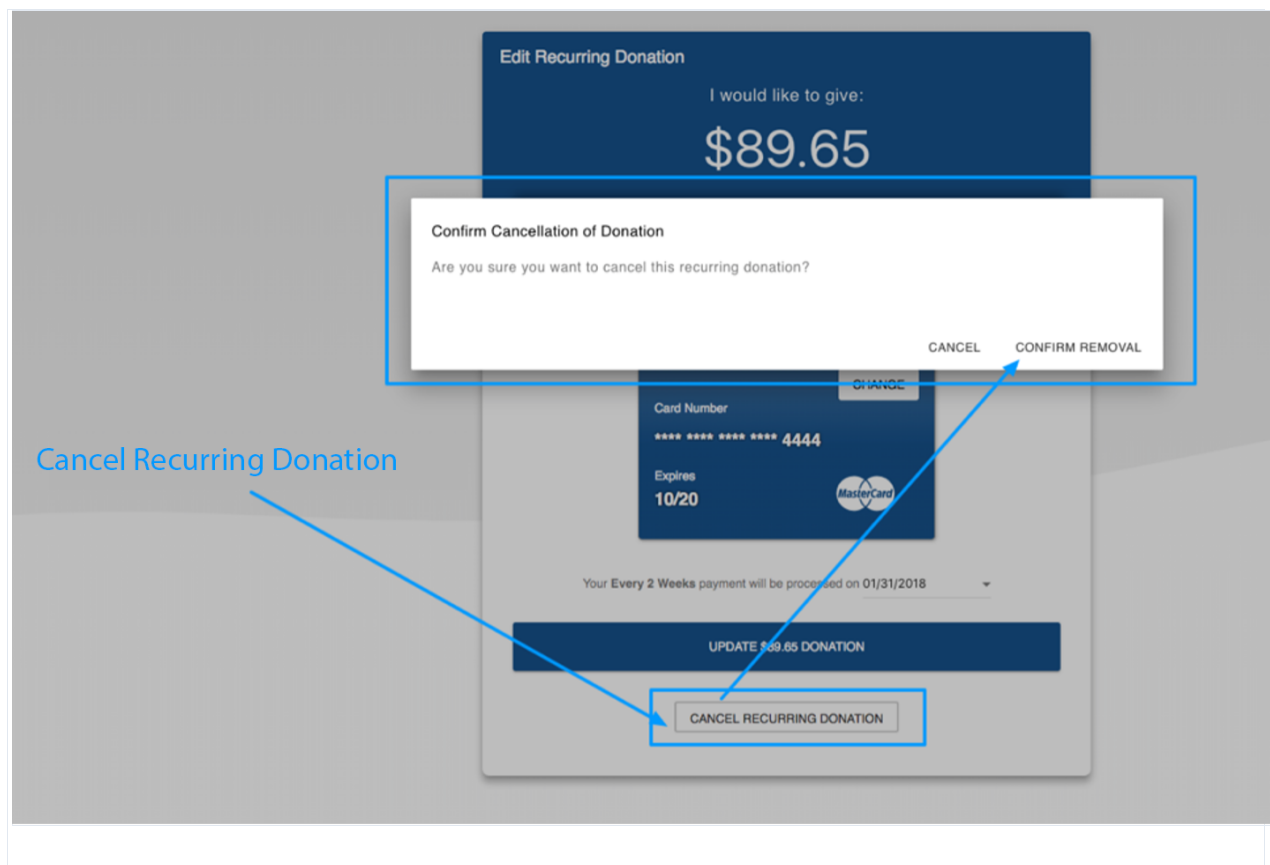
Donors may log into their giving website to cancel their recurring donations at any time:

How to Access the old system's "Recurring Donations" Page:

<https://summitpoint.onlinegiving.org/donate/recurring>

How to Cancel Recurring Donations:

1. Log In to Giving Website using the above link
2. Click "Edit" button in recurring donation row
3. Click "Cancel Recurring Donation" button on bottom of page
4. Click "Confirm Removal" to confirm cancellation



How to Remove Saved Payment Methods

A donor may log in to remove any saved payment methods on the Giving Profile page as shown below: <https://summitpoint.onlinegiving.org/donate/profile>

The screenshot displays the 'Giving Profile' page with several sections. The 'Payment Methods' section is highlighted with a blue border and a blue arrow pointing to the 'X' icon for removal. The 'Name & Email' section contains fields for First Name, Last Name, and Email. The 'Password' section includes fields for Current Password and New Password. The 'My Giving Links' section is at the bottom.

Change Preferred Campus
No Preferred Campus
SAVE

Payment Methods

	*****4444 Exp 10/20	X
	*****9573 Exp 09/18	X
	*****4242 Exp 10/20	X
	*****4444 Exp 10/55	X
	*****1111 Exp 10/31	X

My Giving Links
Directions: Right click links below to copy and share.
No social media links found.

Name & Email
First Name* John
Last Name* Doe
Email* john.doe@example.com
SAVE

Password
Change Password (optional)
Current Password
New Password
SAVE

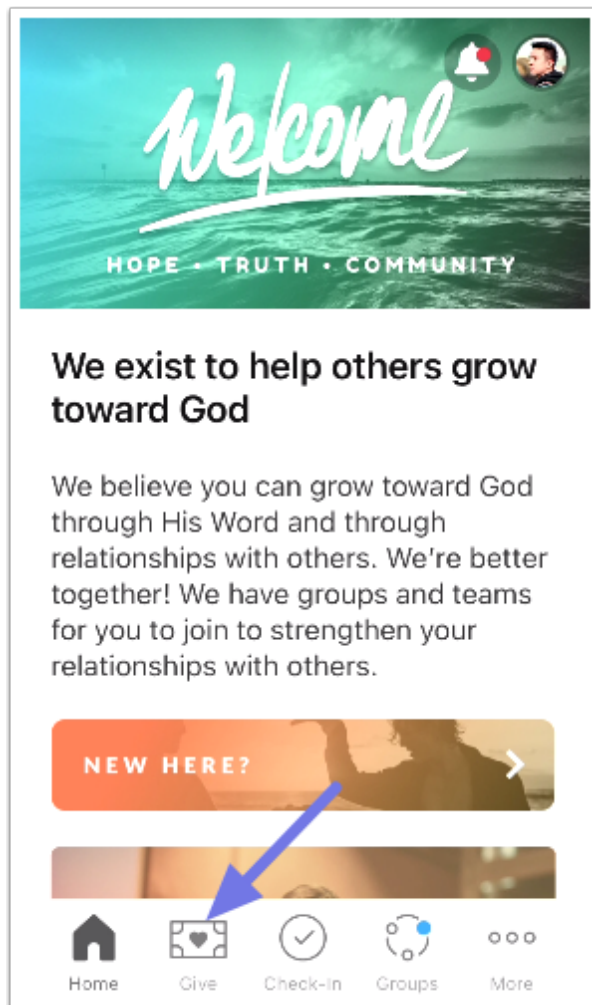
How to Set Up Giving and Payment Methods – New Platform

You can donate from your computer or web browser using your church's giving site. You can also give from your phone using the [Church Center mobile app](#)!

Making a Donation

If you are accessing your church's donation form through a direct link, you can donate without first logging in to Church Center.

If you give via the mobile app, you'll need to log in to Church Center, then tap the *Give* button to access the donation form. If you don't see the *Give* button right away, tap on the *More* button.



Church Center automatically creates a donor profile for you after you donate to your church the first time. This gives you access to manage [your personal information](#).

1. Enter Donation Information

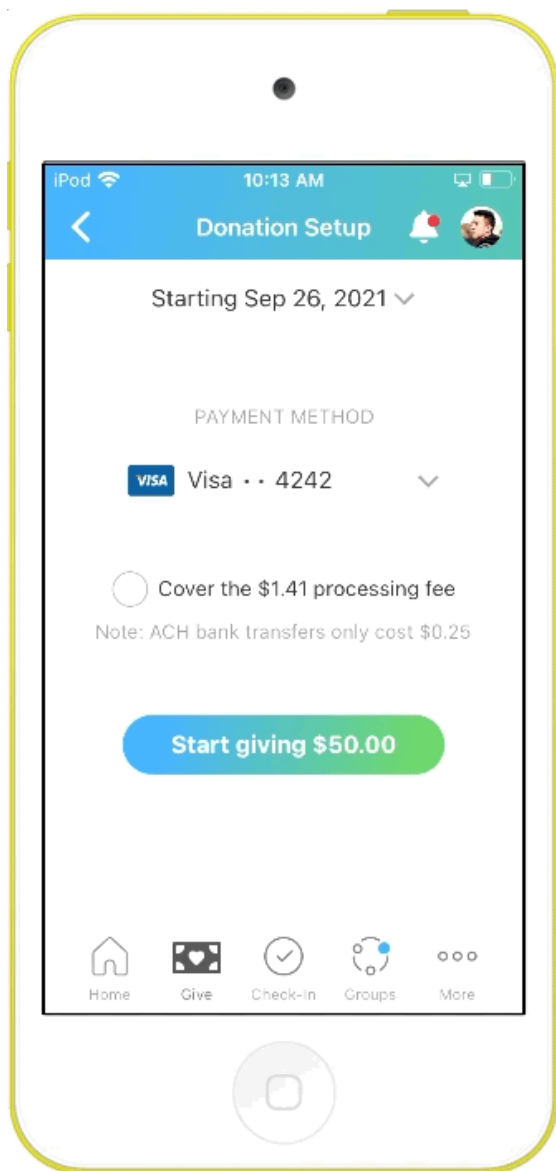
You can give a one-time donation or set up a recurring donation by typing the amount and then choosing *Next*.

The screenshot shows the 'Donation Setup' screen. At the top, there's a blue header with a back arrow, the title 'Donation Setup', and a user profile icon. Below the header, the donation amount '\$100' is displayed. Underneath, there are four numbered steps: 1. FUND (General), 2. FREQUENCY (One Time (now)), 3. PAYMENT METHOD (Apple Pay), and 4. Cover the \$2.50 processing fee (unchecked). A note below step 4 says 'Note: ACH bank transfers only cost \$0.25'. At the bottom is a green button labeled 'Give \$100.00 now'. The bottom navigation bar shows icons for Home, Give, Groups, Check-in, and More.

1. Choose the [fund](#) you want to give to.
2. If you decide to set up recurring donations, choose the frequency of the donation and the date that the recurring donation starts.
3. Choose access [payment methods](#) you've saved in the past, or add a new bank account or debit/credit card for your donation.
4. Check the box if you want to [cover the processing fee](#) for the donation. This option will only appear if your church has enabled this feature.

2. Choose your Payment Method

After entering your donation information, add a payment method for your donation.



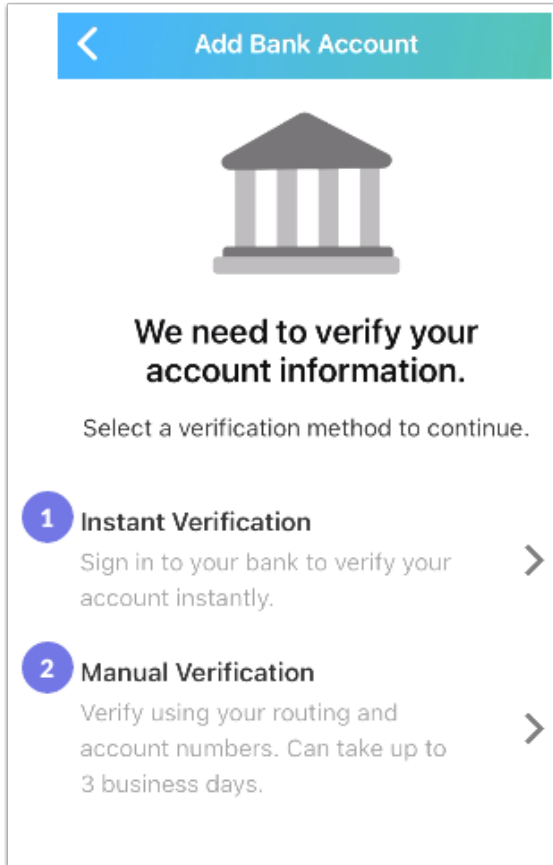
You can choose from previously saved payment methods by logging in to Church Center. If you are not using a saved payment method for your donation, you can [add a new bank account](#) (US only) or add a [debit/credit card](#).

Give with Bank Account (US Only)


US donors can verify and save their bank account to use when donating. When you give with a bank account, the processing fees are lower than when you give with a credit card.

When giving with a bank account for the first time, you will have to verify that you own the bank account. Your account will be saved to your donor profile so that you won't have to verify account ownership every time you give.

Select *Add bank account*, and then choose instant or manual, depending on how you want to verify your bank account.



Add Bank Account



We need to verify your account information.

Select a verification method to continue.

- 1 Instant Verification**
Sign in to your bank to verify your account instantly.
- 2 Manual Verification**
Verify using your routing and account numbers. Can take up to 3 business days.

1. Instant verification will allow you to donate that same day. Accounts with most major banks can be verified instantly.
2. Manual verification uses micro-deposits to verify your account and might take a few days to complete. You'll need to use manual verification if you can't find your bank when you search for it using the instant verification process.

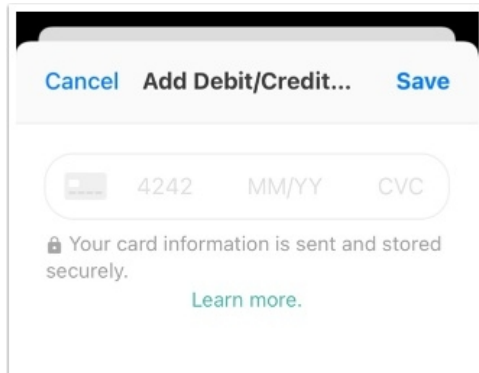
With micro-deposit verification, the bank deposits a couple of small amounts into your account. Depending on the type of micro-deposit verification, you might need to manually verify your account in the same day you initiate the verification. You will need log in to verify each of the amounts deposited to your bank to complete the verification.

Once your bank account is verified, you can donate using that payment method.

Give with Debit/Credit Card

You can give using most major debit/credit cards.

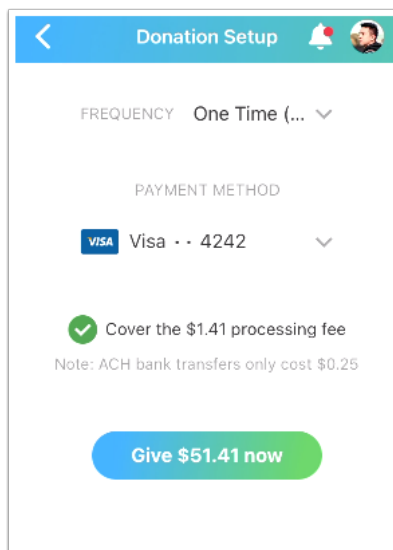
Enter your card number, expiration date, CVC code, and zip code.



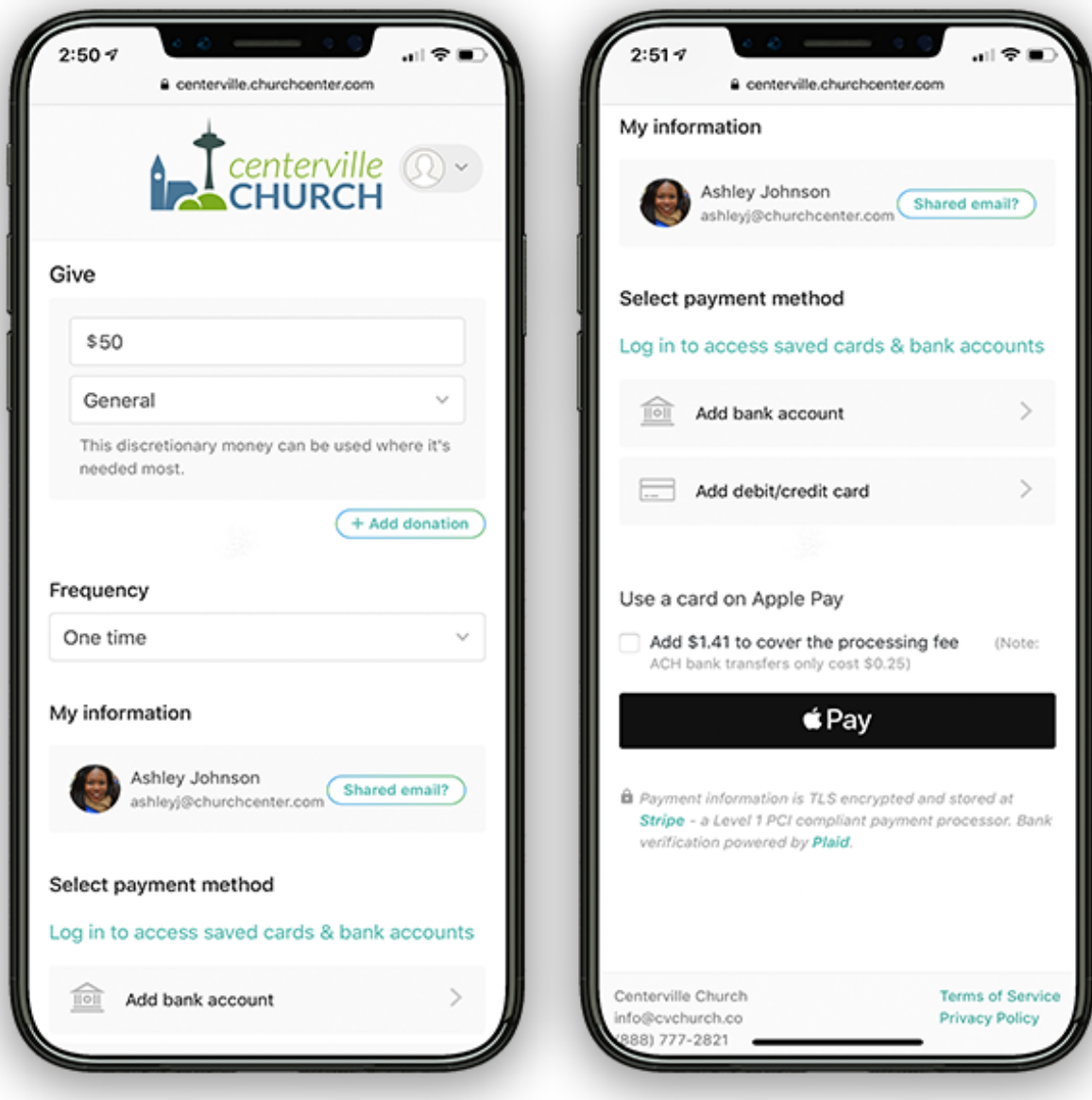
A screenshot of a mobile app interface for adding a debit or credit card. At the top, there are three buttons: "Cancel" (blue), "Add Debit/Credit..." (black), and "Save" (blue). Below these is a card input field with a card icon, the number "4242", the expiration date "MM/YY", and the CVC code. Below the input field, there is a lock icon and the text "Your card information is sent and stored securely." with a "Learn more." link in green.

If you are giving using Church Center web, you'll have the option to save your card to your donor profile. In Church Center app, your card information will be automatically saved.

Optionally choose to cover the processing fee, and then select *Give now*.



A screenshot of a mobile app interface for donation setup. At the top, there is a blue header with a back arrow, the text "Donation Setup", a bell icon, and a profile icon. Below the header, there is a "FREQUENCY" section with "One Time (...)" and a dropdown arrow. Below that is a "PAYMENT METHOD" section with a "VISA" logo, the text "Visa · · 4242", and a dropdown arrow. Below the payment method, there is a green checkmark icon and the text "Cover the \$1.41 processing fee". Below this, there is a note: "Note: ACH bank transfers only cost \$0.25". At the bottom, there is a green button with the text "Give \$51.41 now".



Update Your Giving Information

Church Center automatically creates a donor profile for you after you donate to your church the first time.

You can [log in to your donor profile](#) to update payment methods or recurring payments, view your donation history, access tax statements, and set communication preferences.

How to Set Up Recurring Donations - New Platform

Set up Recurring Donations

When giving from the website or the Church Center app, donors have the option to set up a recurring donation.

Give

\$ USD

\$ 50

General

This discretionary money can be used where it's needed most.

+ Add donation

Frequency

Regularly

Weekly

on

Sunday

My first donation will be:

3/13/2022

My information



Ashley Johnson

ashleyj@cvchurch.co

Select payment method



Visa ...4242

< Cancel

☐ Add \$1.41 to cover the processing fee

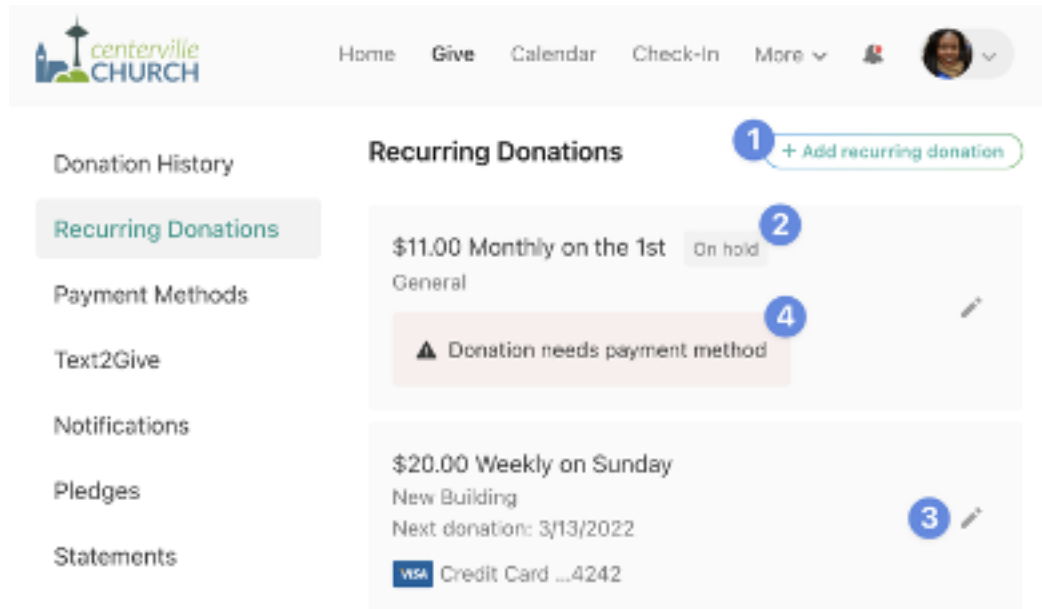
Note: ACH bank transfers only cost \$0.25

Start giving \$50 weekly

Payment information is TLS encrypted and stored at [Stripe](#) - a Level 1 PCI compliant payment processor. Bank verification powered by [Plaid](#).

Edit Recurring Donations

Donors can edit the recurring donation from My Giving on the Church Center App or by logging into their [donor profile](#) on Church Center.



1. Add new recurring donations.
2. View the status of existing donations.
3. Edit a recurring donation's payment method or frequency. Donors can also put recurring donations on hold temporarily, permanently, or delete them altogether.
4. See notifications about issues with a recurring donation.

The donor can only update the recurring *amount* from the Church Center mobile app.