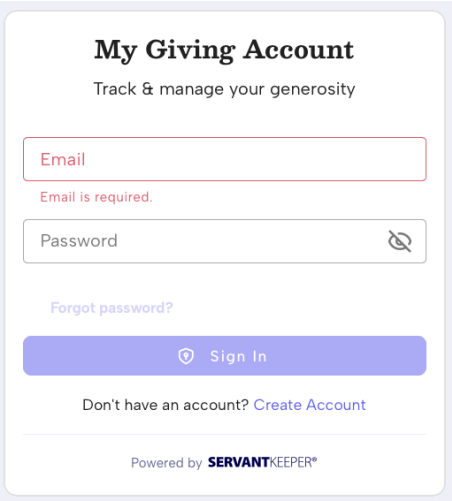
How to Update Your Online Donation to St. Paul's

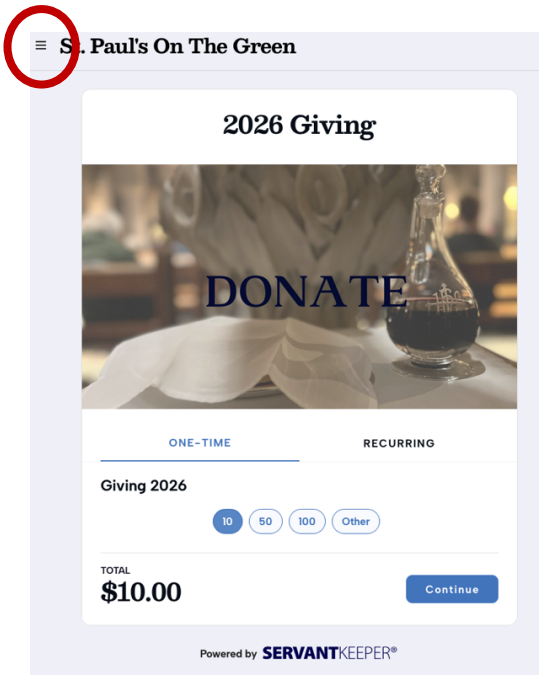
1. Log onto St. Paul's website: https://www.stpaulsnorwalk.org
2. Click *Members* (top right corner of the window)
3. Click *Online Giving* to display these choices**:**
    - My Giving Account
    - Instructions for Changing Your Online Donation
    - Instructions for Setting Up a New Online Recurring Donation
4. Click *My Giving Account* to display this window:



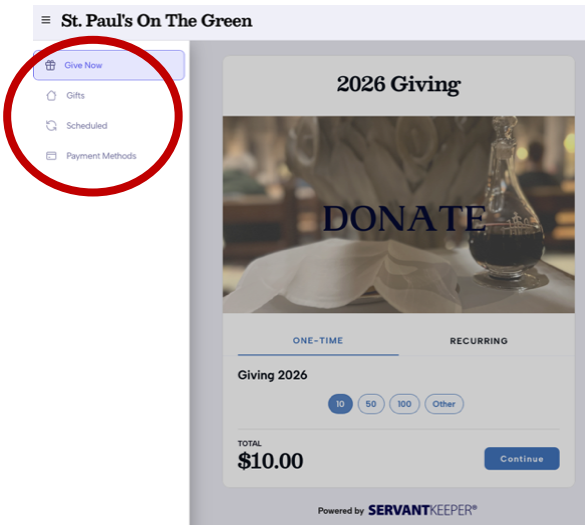
5. Enter your email address and your password. Use your email address you receive messages from St. Paul's such as the weekly newsletter. If you've forgotten your password, click *Forgot Password* and follow the directions on the screen.

Directions continued on following pages

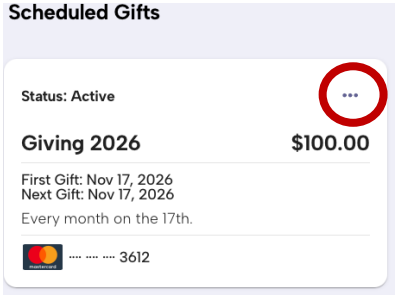
6. On the next screen click the menu icon in the top left corner, circled in red. If you don't see it, enlarge the window to display the menu icon or the menu itself.



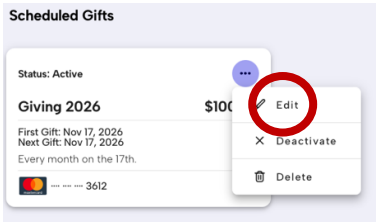
7. Once you've enlarged the window if you don't see the menu, click on the menu icon.
8. Click on one of the menu items:
    - *Give Now* to make a one-time gift
    - *Gifts* to display a history of your online giving
    - *Scheduled* to make changes to your schedule gift, such as the account, the amount, etc.
    - *Payment Method* to change the expiration date on your credit/debit card.



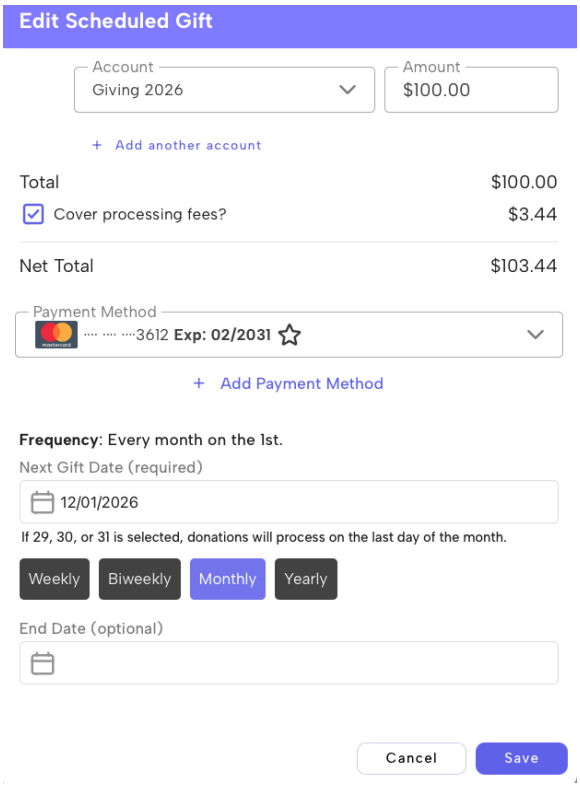
9. Click *Scheduled*. Your scheduled gift(s) will be displayed.



10. Click the three dots ••• circled in red above to display the Edit menu:



11. Click *Edit* to display the details of your scheduled gift



12. You can edit anything on the screen:
    - *Account* (select *Giving 2027* from the pop-up window if you're setting up a pledge for 2027)
    - *Amount*
    - Click the checkbox if you would like to cover the processing fees (optional)
    - Make sure your payment method is up to date. You can add a new one. If you need to edit the expiration date, you can do that after you've saved this screen. Directions are below.
    - Click one of the buttons at the bottom of the window to change the frequency.
    - Click the calendar icon to edit the next gift date. It's best to avoid the last few days of the month because it takes a few days for a donation to settle, which will push it into the next month or year if it's at the end of the year.
    - The end date is optional. It's useful if you're setting up an annual pledge and anticipate that it may change the following year, but you can always go back and edit your recurring gift at the end of the year instead.
    - Be sure to save your work!

To Edit the expiration date of your credit/debit card:

1. Click *Payment Methods* to update your payment information.
2. Click on your current payment method.
3. Click the three dots **...** in the upper right corner of the window.
4. Edit the expiration date by clicking on the month and year.
5. Save!

If you have any questions or need help, please don't hesitate to contact
Paul Hunter, Treasurer, at treasurer@stpaulsnorwalk.org
or by calling the church office at 203-847-2806 to leave a message for him.