



# HOW CAN I MAKE CHANGES TO MY RECURRING DONATION

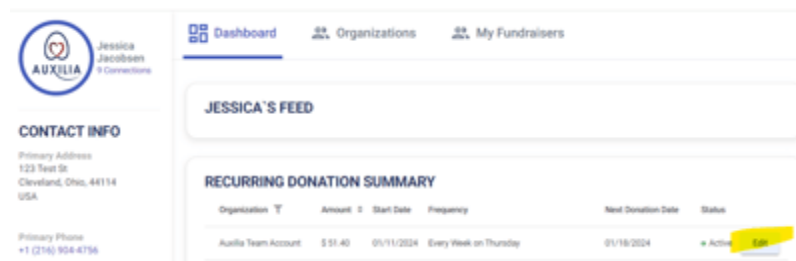
This provides steps to change the donation amount, credit card information, and schedule details.

You can update the following recurring donation details inside of your Auxilia donor portal:

- Donation amount
- Donation schedule - date or frequency of donation
- Credit Card information

To update your recurring donation:

1. Log on to your donor portal account [here](#).
2. On your dashboard, in the **Recurring Donation Summary** section, click **Edit** next to the recurring donation.



3. To change your donation amount or your donation schedule, click the **Edit Schedule** button.



- a. You can:
  - i. Change the **Amount** field.
  - ii. Change the frequency (**Weekly** or **Monthly**) and the day of the week or date of the month.



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- iii. **Number of periods** - how many times it runs (ex. 12 months or 52 weeks).  
Note: this should not be used if the **End Date** field is populated.
  - iv. **Start date** - when the updated recurring schedule should start.
  - v. **End date** (if applicable) - when the recurring schedule should end.  
Note: this should not be used if the **Number of Periods** field is populated.
- b. Click the **Save** button.

The screenshot shows a modal window titled "Edit Schedule" with a blue information icon in the top right corner. The form contains the following fields and options:

- Amount:** A text input field containing "\$ 50".
- Repeat Type:** Two radio buttons, "Weekly" (selected) and "Monthly".
- Frequency:** A text input field containing "1" followed by "week(s) on" and a dropdown menu showing "Thursday".
- Number of periods:** A text input field containing "Not Specified".
- Start Date:** A date input field containing "01/10/2024" with a calendar icon on the right.
- End Date:** An empty date input field with a calendar icon on the right.
- Buttons:** "SAVE" (blue) and "CANCEL" (red) buttons at the bottom.

4. To update your credit information, click the **Update Payment Option** button.
- a. Enter your new credit card information.



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- b. Click the **Save** button.

**Update Payment Option** ⓘ

Card Number

0000 0000 0000 0000

Expiration Date

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CVV

0000

**SAVE** **CANCEL**

- c. Click the **Save** button.

You will receive a confirmation email that changes have been made to your recurring donation schedule.