**<u>Easiest way to change or add a recurring gift…</u>**

From your laptop, desktop, notebook, or mobile phone browser go to

[www.pushpay.com/login](www.pushpay.com/login)

To sign in:

a) Enter your mobile phone number in the space provided and click "Next"
b) Wait momentarily for Pushpay to send a text to your phone, which willcontain a 6 digit security code that is only for your use this one time
c) Enter the 6 digit security code in the space provided and click "Sign in"

On the right side of the screen (or below on your phone) you will see your recurring gifts listed. To review a recurring donation (frequency, which fund it goes to, etc.) click on the link to that recurring gift or click "Edit". To make changes click on the "Edit" prompt at the bottom of the page. Don't forget to "SAVE" when you are done making changes.

You can enter a new recurring gift by clicking on the "Add recurring gift" at the bottom of the screen. After filling in the required information, complete the addition by pressing the "Save gift" prompt.

When all done making additions/changes, you can get back out of the Pushpay application by clicking on the "X" in the upper right portion of your screen.