## How to Make Changes to My Current Online Contribution

1. Go to <u>christumcutah.org/giving</u> and click on **Donate Online**. From there, select one of the categories, i.e., **Giving**, the category does not matter.

Christ Ur Salt Serving	ited Methodist Church
	Select Your Location
	GIVING

2. Click on Sign in just under the CUMC header.

Christ United Methodist Church Salt Lake-City Serving · Loving · Caring	rving · Loving · Cari			
Give Now Sign in	Give Now Sign in			
Fund v \$ Amount				
Submit				
Online Giving powered by ShelbyNext   Giving Need help?				

3. Enter the email address you used to set up your account, then click **Next**. If you forgot your password, there is a forgot password option after you type your email.

Christ United Methodist Church Salt Lake City Corving : Loving : Coring	Christ United Methodist Church Salt Lake City Serving · Loving · Caring
Serving Loving Caring	Give Now Sign in
Give Now Sign in	K Back
Email or Phone Number	your email address
Next	Forgot Password?

4. Once logged in, click on Scheduled under the CUMC heading.

Christ United Methodist Church Salt Lake City Serving · Loving · Caring	scheduled History
My Donation One-time Recurring	
Fund ~ s Amount + Add Donation	
Submit	

5. You should see something like what is below.

Serving	· 10	ving .	Caring
	Give Now	Scheduled	History

If any recurring payment was selected on a form submission where a processing fee was accepted c required, a processing fee will apply in addition to each scheduled amount.

6. On the right side of each recurring donation, you will see this. Click on the up arrow to the right of the word Recurring to open the options.



7. You will see more information about the recurring donation and the option to edit it using the pencil icon.



8. Once you are done editing what you need, click <u>Save</u>.