

## **HOW TO MAKE CHANGES TO YOUR ONLINE GIVING FOR SERVANTS OF CHRIST**

### **TO PRINT YOUR DONATION HISTORY**

(The emails you receive each time you donate can also be used as your donation receipt)

1. Go to [servantsintl.org](http://servantsintl.org), click on the “donate now” button
2. On the top right of the page, click on “login”
3. Under the heading “YEARLY REPORT”, select the year you want to download then hit print.

### **TO MAKE CHANGES TO YOUR EXISTING CREDIT CARD/ACH DATA**

1. Go to [servantsintl.org](http://servantsintl.org), click on the “donate now” button
2. On the top right of the page, click on “login”
3. The first heading you see is:

#### **PAYMENT METHODS**

- a. To delete a card or ACH, click on the “X” in the first box next to the payment data
- b. To add a new card or ACH, click on “add payment”

4. The next heading you see is:

#### **SCHEDULED TRANSACTIONS**

- a. To change the amount of your next scheduled transaction, click on “update”  
(To cancel an upcoming transaction, click on cancel)
- b. Click on the down arrow next to update payment
- c. Click on update transaction
- d. Change amount in this box (or scheduled date, or cycle)
- e. Click on “update” at bottom of page

### **TO CHANGE YOUR PASSWORD OR EMAIL ON YOUR EXISTING PROFILE**

1. Go to [servantsintl.org](http://servantsintl.org), click on the “donate now” button
2. On the top right of the page, click on “login”
3. Click on either change password or change email and make changes

### **TO CHANGE ADDRESS**

1. Go to [servantsintl.org](http://servantsintl.org), click on the “donate now” button
2. On the top right of the page, click on “login”
3. Under the heading “scheduled transactions”, click on “update” for the next scheduled transaction.
4. Click on the arrow next to update payment, then click on update customer to make changes to your personal information.

### **TO DELETE SCHEDULED TRANSACTIONS**

1. Go to [servantsintl.org](http://servantsintl.org), click on the “donate now” button
2. On the top right of the page, click on “login”
3. Under Payment Methods, delete your payment method by clicking on the “x”

4. Under Scheduled Transactions, click on cancel to delete that donation and all subsequent donations.

If you still need assistance, please call Wendy Scaggs, the financial manager for Servants of Christ International. Her office number is 970 939 5128. She works mornings, and is happy to assist you Monday through Friday. Please leave a message if she is not available.