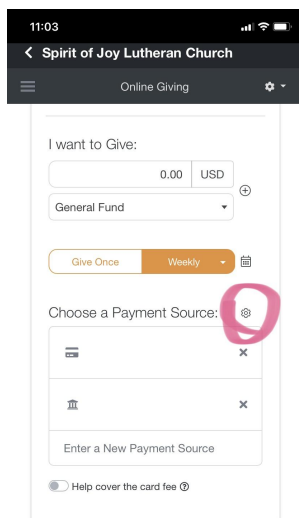
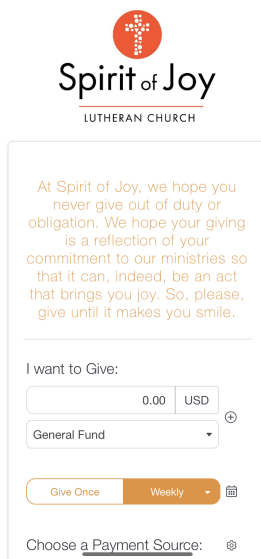
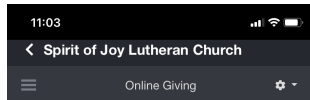


How to enter an updated recurring contribution and cancel your old gift through our Spirit of Joy app



1. Open Online Giving from the Main Menu on our Spirit of Joy app.
2. Enter the new giving information under “I want to Give:” and choose the “Give Once” or “Repeat” button.
3. Choose the payment source you already are using or enter a new one.
4. Submit the transaction to begin contribution of the new amount.
5. To eliminate the former giving amount, navigate to the right of “Choose a Payment Source” and click on the small “cog wheel.” It is circled in pink in the picture to the left.
6. A “Recurring Giving” pop up screen will appear, listing both your new and old giving amounts.
7. Click on the “X” in the upper right hand box of the gift you no longer want to use.
8. A new pop-up will ask you to confirm the deletion.
9. Click on that button and it will then be removed.