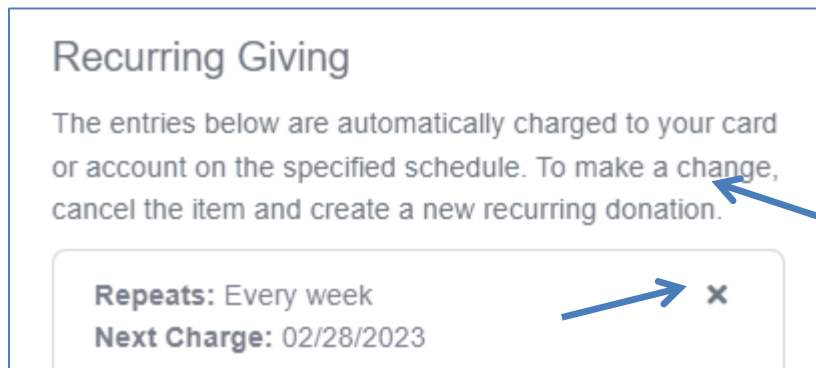


Online Giving Tutorial for Changing or cancelling your automatic contribution.

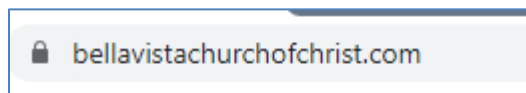
Hello, several people have asked to increase/change their automatic Online Contributions. Unfortunately, it's not real evident how to do that, so... we decided to build a quick tutorial with pictures to help out... hopefully this does help. If you are still having trouble, please let the office know and we will get you some one on one help...

The Elders

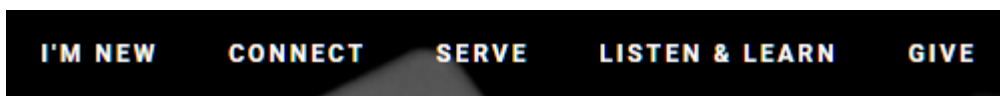
The goal!... Below is the screen you want to finally get too and make changes. This software requires that you cancel your contribution and then create a new one with the new amount... (we know, that sounds dumb... we didn't build the software... 😊)



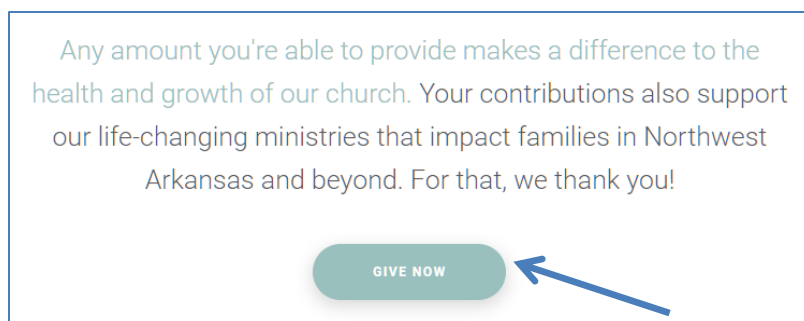
Step 1. Log into the Church website. Bellavistachurchofchrist.com



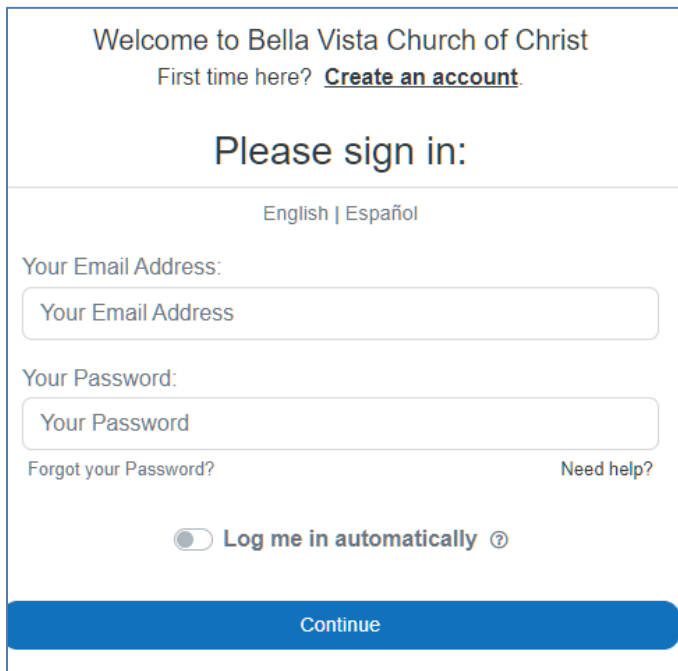
Step 2. Select the "Give" word on the screen



Step 3. Scroll down to the "Give Now" words on the screen



Step 4. Sign into the account you made when you created your contribution.



Welcome to Bella Vista Church of Christ
First time here? [Create an account](#).

Please sign in:

English | Español

Your Email Address:

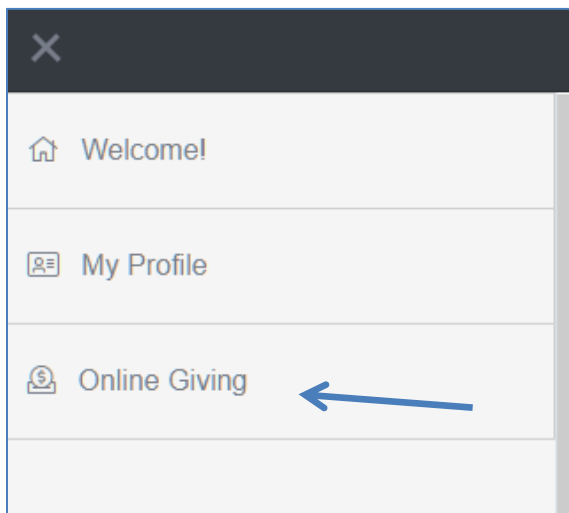
Your Password:

[Forgot your Password?](#) [Need help?](#)

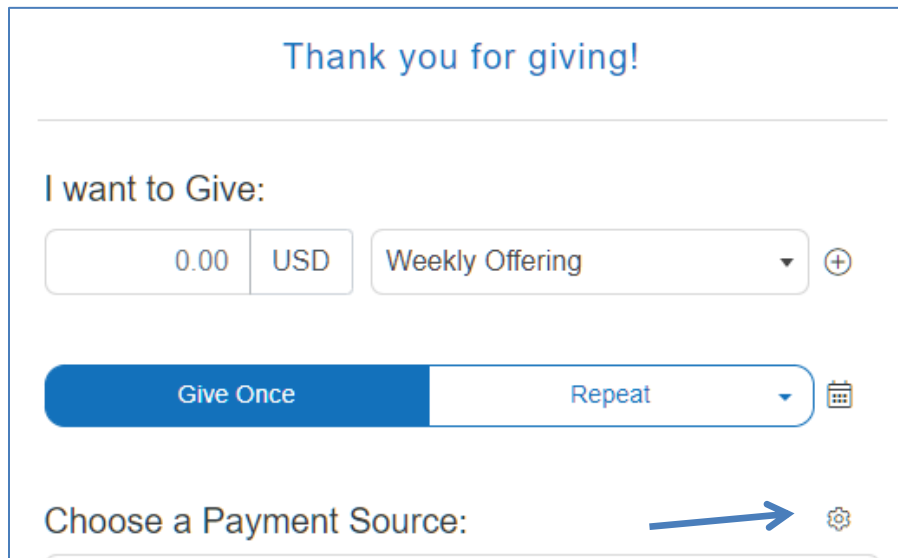
Log me in automatically ⓘ

Continue

Step 5. At the top left of the screen click on the 3 bars icon to show your “Online Giving”, click on “Online Giving”.



Step 6. Here is the part that's not so intuitive. Click on the little Cog Wheel in the middle of the screen.



Thank you for giving!

I want to Give:

0.00 USD Weekly Offering

Give Once Repeat

Choose a Payment Source:

A blue arrow points to a gear icon (cogwheel) in the bottom right corner of the form.

Step 7. Yep, there it is, the Goal! The page to click on the recurring contribution "X" and cancel your current recurring contribution.



Recurring Giving

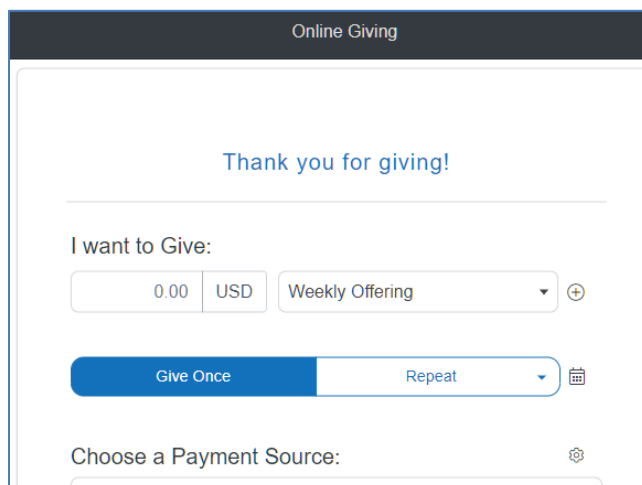
The entries below are automatically charged to your card or account on the specified schedule. To make a change, cancel the item and create a new recurring donation.

Repeats: Every week

Next Charge: 02/28/2023

A blue arrow points to an 'X' icon in the top right corner of the recurring giving entry box.

Step 8. Now, go back to the screen to establish a contribution and build your new contribution. Thank you for your patience, and your contribution... God Bless.



Online Giving

Thank you for giving!

I want to Give:

0.00 USD Weekly Offering

Give Once Repeat

Choose a Payment Source: