## MANAGE A SCHEDULED/RECURRING GIFT'S DETAILS

## Step 1: Log into Pushpay.

Southside Church				Español	Your Account $\mathbb{A}_{\widehat{\mathbf{n}}}$
	Gift type	Giv \$			
	🍰 Giv	ve one time	€ Set up recurring		
	Frequency				
	Every week	Every 2 weeks	Every month	1st & 15th monthly	
	Starting Aug 24, 2023 (To	oday) 🗰			
	Fund				
	Choose Fund V			~	
	Note (optional)				

## Step 2:

Once logged in, look for the section titled "Scheduled Gifts" and click "edit" beside "Scheduled Gifts."

P	Welcome	Q Search for an organization
	Give	Scheduled gifts
Home		Southside Church 01 Sep '23 \$1,500.00 Edit
Campaigns		
(\$) Transactions	$\bigotimes$	Add scheduled gift
S Civing Statemente		

Step 3:

From here, you will see various details regarding your scheduled/recurring gift

Step 4:

From the gift details screen, click the "Edit recurring" button at the bottom of your screen.

Step 5:

Immediately under the "Amount" box, you will have the option to check the box "Add 2.2% to contribute to processing costs for each gift."

Step 6: You will then click "Save"