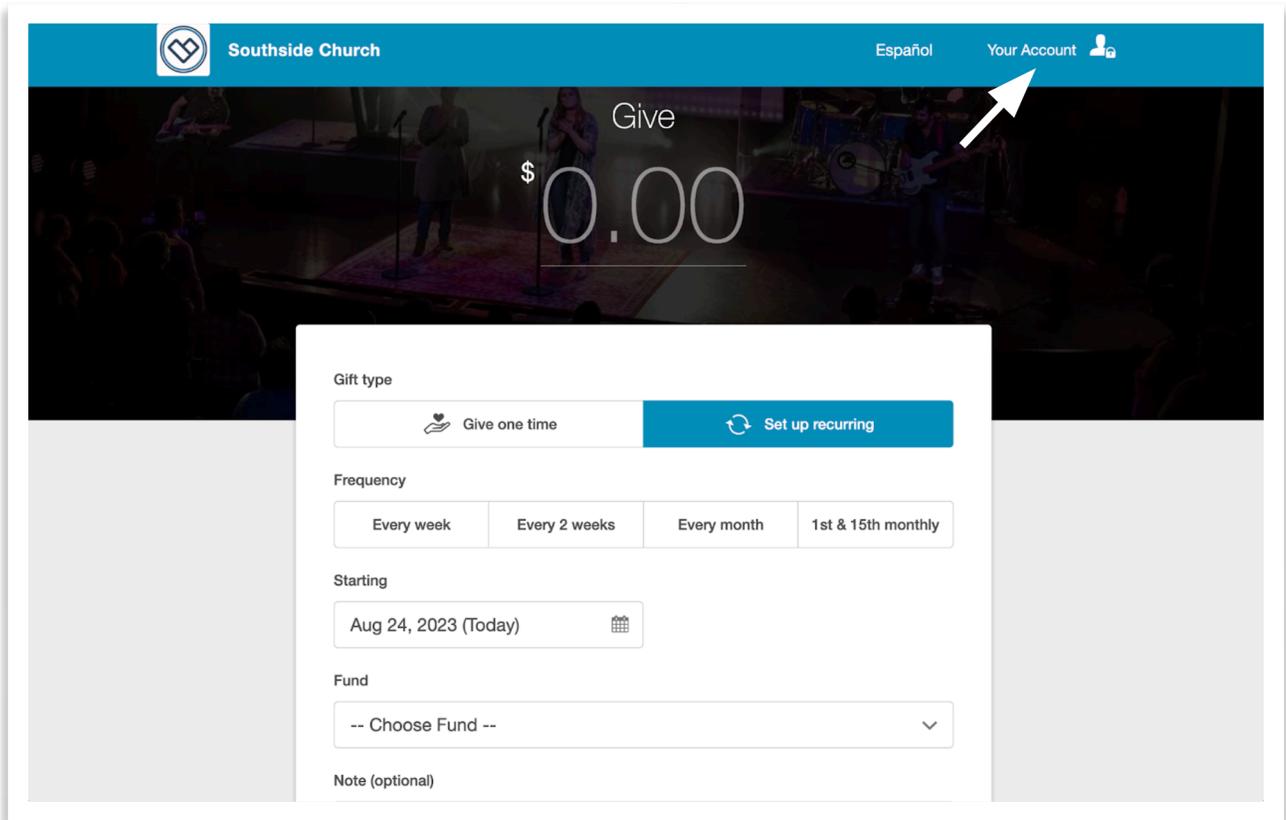
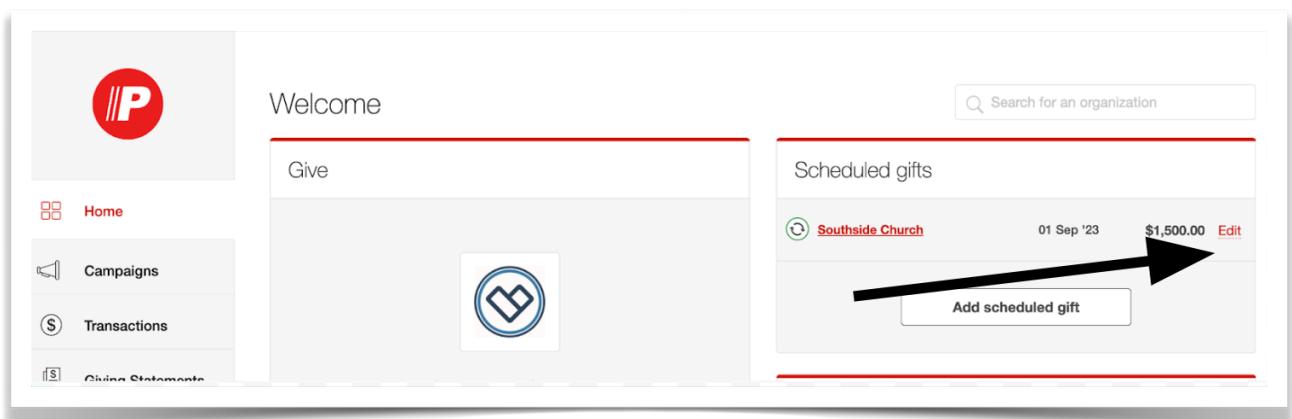


MANAGE A SCHEDULED/RECURRING GIFT'S DETAILS

Step 1:
Log into [Pushpay](#).



Step 2:
Once logged in, look for the section titled "Scheduled Gifts" and click "edit" beside "Scheduled Gifts."



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"