
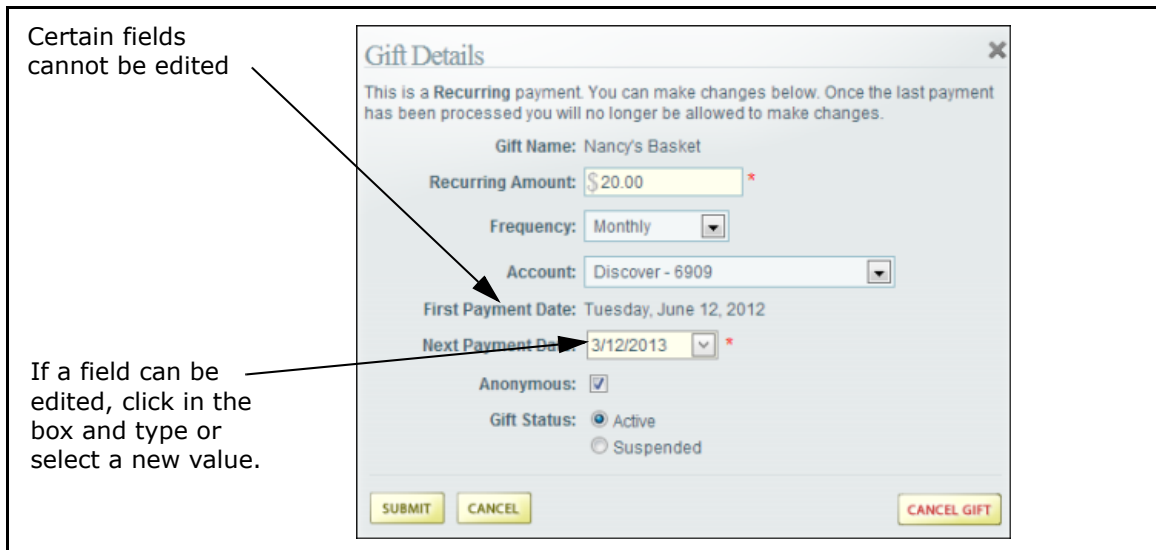


## Changing a Gift

You can change a gift at any time to adjust the payment amount, modify the payment frequency, select a different account to charge, or change the next payment date.

1. Display the **My Active Online Giving** page (Figure 15).
2. Click  (Edit) for the gift you want to change.

Detailed information for the gift is displayed, as shown in Figure 16:



Certain fields cannot be edited

If a field can be edited, click in the box and type or select a new value.

**Gift Details**

This is a **Recurring** payment. You can make changes below. Once the last payment has been processed you will no longer be allowed to make changes.

Gift Name: Nancy's Basket

Recurring Amount: \$20.00 \*

Frequency: Monthly

Account: Discover - 6909

First Payment Date: Tuesday, June 12, 2012

Next Payment Date: 3/12/2013 \*

Anonymous:

Gift Status:  Active  
 Suspended

SUBMIT CANCEL CANCEL GIFT

**Figure 16. Gift Details**

The details vary depending on the type of gift you are editing. In general, you can see the current contribution amount, payment frequency and payment dates, and account information.

Certain information cannot be changed. If a field is editable, you can click in the box and change the information. For example, for the gift shown in Figure 16, you cannot change the **First Payment Date**, but you can change the next payment date and the account used to pay for your gift.

3. To make a change, edit the desired fields. Then, click  to save.