


## INSTRUCTION FOR MEMBERS TO UPDATE eGive


Before you begin, you **MUST** know what email address and password you assigned for your eGive account. If you don't know your password, just enter in your email at the url below and click on "forgot your password?" Your password will then be reset; an email will arrive to the email address you provided which allows you to change the password. If you have any additional questions, please call eGive at 1-866.303.6623.

- Once you have your password and email address, sign on to egive at: [www.egive.usa.com](http://www.egive.usa.com)
- Enter in your email address and password in the Login box (far left-hand box); click on LOGIN
- At the My Profile screen, you will see your name listed under Name (toward the bottom). To verify that eGive has your correct information (eg, name, address, email address), click on your name and update as appropriate.
- To change your giving amount, select **Make a Gift** (second tab) located in the top right-hand area of the screen.
- Confirm that the correct giving organization is selected (should be Peace United Church of Christ); click Next.
- It will confirm that your gift will be given to Peace United Church of Christ; click Next.
- It will then confirm the banking establishment where your funds are being drawn from; if correct, click on Next.
- At the next screen (step 4), this is where you will indicate how much and how often your payment(s) will be made. Update the screen based on your 2012 pledge. NOTE: You can indicate when the change should begin (eg, 01/02/2012). Example...if you plan to give an amount each month just to general operating, the screen would look like the example below:

**You are making a gift to**  
**Peace United Church of Christ** 1503 2nd Ave NE, Rochester, MN 55906 (507) 282-6117 [www.peacechurchucc.org](http://www.peacechurchucc.org)

---

One-Time eGift of: \$  on  

Recurring eGift of: \$   starting on  

### Giving Designations

Your recipient has provided the opportunity for you to specify how you want your gift to be used.

AMOUNT	DESCRIPTION
\$ <input type="text" value="60"/>	for <input type="text" value="General Operating"/>
\$ <input type="text" value="0"/>	for <input type="text" value="OCWM"/>
\$ <input type="text" value="0"/>	for <input type="text"/>
\$ <input type="text" value="0"/>	for <input type="text"/>
\$ <input type="text" value="0"/>	for <input type="text"/>
\$ <input type="text" value="0"/>	for <input type="text"/>
<b>\$ 60.00 of \$ 60.00</b>	

- After you have identified your giving (amount AND the frequency), click on Next.
- The screen will confirm the changes that you made. Once you have verified, click the Authorize button (at the bottom) to initiate the change.
- Press LOGOUT in the upper right-hand corner to exit out. NOTE: an email will also be sent to the email you included in you personal information to confirm your changes.

You can call Debby at the church office (282-6117) if you have questions with the steps above.