INSTRUCTIONS FOR MEMBERS TO UPDATE eGive

Note: The eGive site has been updated effective 4/25/17. Your email address remains the same, however, you will need to click on the "forgot password" link to receive a temporary password in order to access the new system. You can access the link from the Peace UCC web site, under Give. Once you have your temporary password, you will be prompted to create a new password.

From the new Welcome screen, you can select to: give now (a one-time donation), create a scheduled giving option, or view your account to either change your account information (including password) or your giving history.

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 directly at 1-866-303-6623.

- Once you have your password and email address, sign on to egive at: https://give.egive-usa.com/g3/
- Enter in your email address and password in the Login box); click on LOGIN
- If you already have an automatic eGive donation set up, you can go directly to Scheduled Giving. You must DELETE the existing recurring gift to update and/or create another, otherwise follow the steps below.

  Update Existing Scheduled Giving Account:
  - Click on Scheduled Giving from the menu bar on the left-hand side after log-in
  - A list of your active gifts will be displayed
  - To make a modification, you MUST delete the existing schedule and create a new one; click the Delete Schedule button (refer to the screen capture below)
  - Reconfirm your checking account information (or credit card – depending on how your existing recurring gift is created), identify the donation schedule, and the checking account bank information and click on Authorize.
  - You'll be presented with an updated scheduled giving screen confirming your selections.

<u>Create New Recurring Gift</u>:
- o Click on Scheduled Giving from the menu bar on the left-hand side after log-in
- o A list of your active gifts will be displayed
- o Click on the 'click here' link on the My Scheduled Giving – Active screen (refer to screen capture above)
- o Reconfirm your checking account information (or credit card – depending on how your existing recurring gift is created), identify the donation schedule, and the checking account bank information and click on Authorize.
- o You'll be presented with an updated scheduled giving screen confirming your selections.

<u>Create New One-Time Gift</u>
- o Click on Give Now from the menu bar on the left-hand side after log-in
- o Fill out the screen as directed (eg, amount, what it is to be applied to, and how you want to donate – credit card or bank withdrawal).
- o Once complete, click Submit.

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