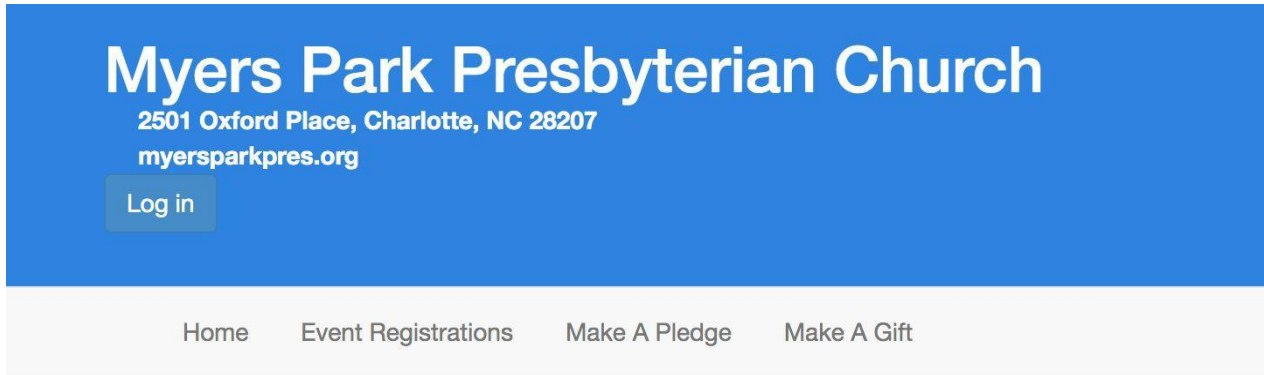


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How to set-up a new scheduled gift

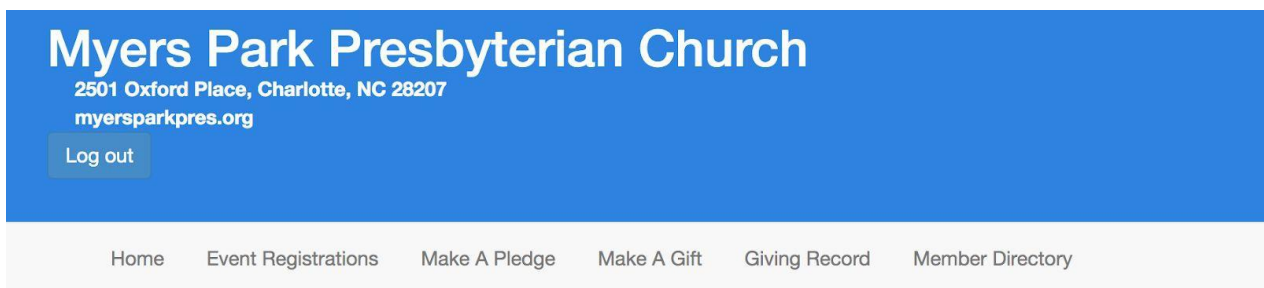
1. Log in to the [Member Portal](#).



2. Enter your **username** and **password** and press the blue login button. If you need help logging in, contact Lauren Mulcahy at lmulcahy@myersparkpres.org.

Member Portal Account

3. Click on **Make A Gift** and ensure all your contact information is correct.



4. Scroll down underneath your Contact Information and check **Setup Scheduled Gift?**

 Setup Scheduled Gift?

Setup Scheduled Gift?

Scheduled Gift
Please enter the scheduled giving details below.

Profile Name

Frequency **Begin Date (Modify with calendar)** **Number of Payments**

5. Fill out the information in the Scheduled Gift box - **Profile Name** (ex. 2024 Pledge), **Frequency**, **Begin Date**, and **Number of Payments**.
6. Fill out the **Giving Amount** by entering the amount you want to give (per your frequency) to the **2024 General Fund**. (Do not put the total amount of your pledge in this field). Select if you are willing to add the 3% processing fee.

Giving Amount
Enter the amount that you'd like to give.

2024 Pledged and Non-Pledged Gifts	\$	<input type="text" value="250.00"/>
2023 Pledged and Non-Pledged Gifts	\$	<input type="text"/>
Designated Offering	\$	<input type="text"/>
Cultivate Capital Campaign	\$	<input type="text"/>
2022 Pledged and Non-Pledged Gifts	\$	<input type="text"/>
<input checked="" type="checkbox"/> Add 3% to Help Cover Costs of Processing	\$	<input type="text" value="7.50"/>
Payment Total	\$	<input type="text" value="257.50"/>
Scheduled Giving Total	\$	<input type="text" value="3,090.00"/>

***Note:** Ensure the Payment Total is the correct amount you want to give for the year.

7. Select the payment method you would like to use. *Note: You will be able to select a payment profile you have saved. If you need to add a new payment method, select: **---Add New Payment Method---** (*If you need to add a new payment method, skip to page 5).

Payment Information
Enter how you would like to make your automated contribution.

Payment Method

Visa 3951

Visa 3951
--- Add New Payment Method ---

Cancel Next

You are not logged in. [Click here to log in.](#)

8. Click **Next** and you will be directed to a confirmation page, verify all information is correct. If it is, click **Finish**. You will receive an email confirming the new scheduled gift you have set up.

How to add a new payment method

1. Click on **---Add New Payment Method---**.

Payment Information

Enter how you would like to make your automated contribution.

Payment Method

Select Payment Method ▾

--- Add New Payment Method ---

2. Verify all billing information is correct, click on either **Debit/Credit Card or Bank Account**, fill out all the requested information. If you would like to store the payment profile for future use, check the blue box. Your **Payment Method Nickname** is how you will identify your payment (ex: Mastercard). Click **Save**.

Add New Payment Type

Billing Name

Erin ✓ Williams ✓

Billing Address

2501 Oxford Place ✓ 28207 ✓

Debit / Credit Card Bank Account

Card Information

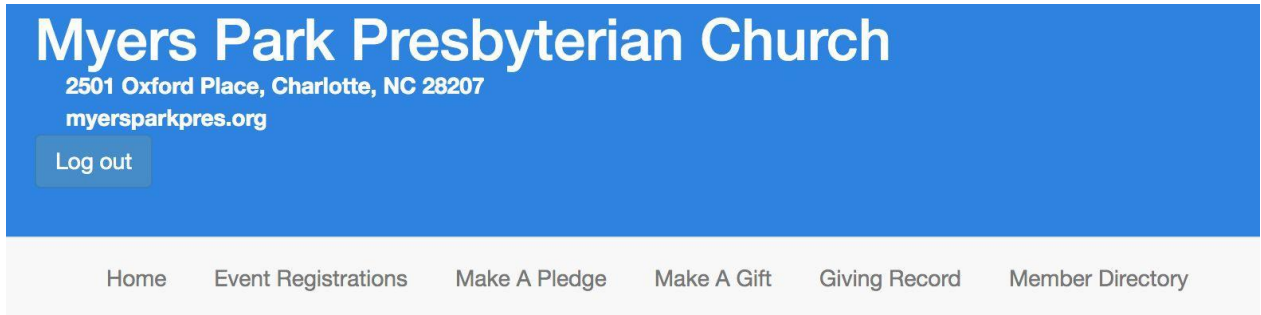
Card Number ? CVV ? January 2020

Store for Future Use?

Payment Method Nickname

How to delete a scheduled gift

1. Select **Make A Gift**.



2. On the side of the screen in the blue box select **Scheduled Giving**.



3. Click **Delete** to cancel your scheduled gift. A pop-up will appear that asks "Are you sure you want to delete this giving profile?" If yes, click **Ok**.

Scheduled Giving

Current Scheduled Giving

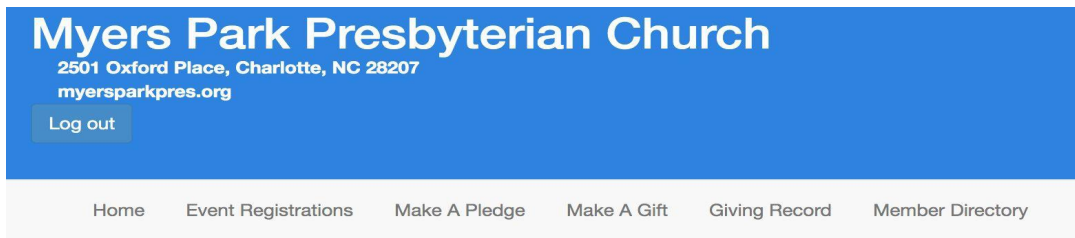
2020 Pledge
Total Amount: \$5.00

5 \$5.00 Visa payments every week from account
xxxxxxxxxxxx3951 starting on 4/27/2020.

[Edit](#) [Delete](#)

How to see your pledge and contributions

1. Select **Make a Gift**



2. On the side of the screen in the blue box select **My Pledges**.



3. On the side of the screen in the blue box select **My Pledges** (unfortunately, the pledges are not in chronological order). Scroll down until you find the current year and click on the arrow on the right side.

06-GF-D	\$ 500.00	01/01/1990 to 12/31/2090	>
24-GF-D	\$ 1452.00	01/01/1990 to 12/31/2090	▼
<hr/>			
<input checked="" type="checkbox"/> Given: \$0	<input type="checkbox"/> Remaining: \$1452.00		
13-GF-D	\$ 660.00	01/01/1990 to 12/31/2090	▼
<hr/>			
<input checked="" type="checkbox"/> Given: \$683.96	<input type="checkbox"/> Remaining: \$0		

4. You can see that for 2024, their pledge was \$1,452 and they have given \$0 towards it. In 2023, their pledge was \$660 and they gave \$683 and have a \$0 balance.