**Important Information Concerning Year End Changes to Recurring Payments**

* Please allow all 2020 payments to be processed before making any changes for 2021. For example, if your last payment for 2020 occurs on 12/15/20, please wait until it’s been completed before you enter your new amounts and change your FUND to 2021 Budget.
* If your recurring payment amount is not changing next year, you will simply adjust the FUND from 2020 Budget to 2021 Budget and leave everything else the same. Please see the detailed instructions below on how to edit your recurring information.
* If you are increasing or decreasing your recurring payment, you will need to follow the instructions below and edit BOTH the FUND and the amount. Please wait until your last 2020 payment has been processed. You may take this opportunity to change the timing or payment method of the recurring payment as well. Please see the detailed instructions below on how to edit your recurring information.

**To Set Up a New Recurring Payment**

* Go to our online giving portal through the church app or on the website www.fumchurst.org and click GIVE
* Click purple SET UP RECURRING button
* Enter the amount and other information and click NEXT
* You will be asked to enter your cell phone number and a verification code will be texted to you
* Your recurring payment will continue unless you edit or cancel it

**To Edit Your Recurring Payment:**

* Go to our online giving portal through the church app or on the website [www.fumchurst.org](http://www.fumchurst.org) and click GIVE
* Tap or Click the ‘person’ icon in the upper right hand corner of the page and click MANAGE ACCOUNT
* You will be asked to enter your cell phone number and a verification code will be texted to you
* Find the section with the heading RECURRING GIFTS and click EDIT to make changes to your recurring gift.
* Your recurring payment will continue unless you edit or cancel it

**To Change a Credit Card Number or Expiration Date**

* Go to our online giving portal through the church app or on the website [www.fumchurst.org](http://www.fumchurst.org) and click GIVE
* Tap or Click the ‘person’ icon in the upper right hand corner of the page and click MANAGE ACCOUNT
* You will be asked to enter your cell phone number and a verification code will be texted to you
* Click the button on the left side of the portal called PAYMENT METHODS
* Click on the credit card you want to update and then click on UPDATE DETAILS
* Once you’ve entered the new numbers/date, click UPDATE

**To Change an ACH Bank Draft**

* Go to our online giving portal through the church app or on the website [www.fumchurst.org](http://www.fumchurst.org) and click GIVE
* Tap or Click the ‘person’ icon in the upper right hand corner of the page and click MANAGE ACCOUNT
* You will be asked to enter your cell phone number and a verification code will be texted to you
* Click the button on the left side of the portal called PAYMENT METHODS
* Click your banking information and then DELETE to delete your current draft and then click ADD A PAYMENT METHOD
* Once you’ve entered new banking information, click UPDATE

If you have any problems with this process, please contact Lori Friend, Business Manager at lfriend@fumchurst.org or 817.282.7384 ext. 12.