

## Changing Your Personal Information

At any time you can update your personal information, including your email address, mailing address, and phone number. You can also change the password on your Online Giving account.

1. On your Home page or from the **Manage My Account** link, select **My Personal Information**:



The **My Personal Information** window (Figure 11) is displayed:

A screenshot of a web application window titled "My Personal Information". At the top right of the window is a link that says "Watch Help Video!" with a small video icon. Below the title, a subtitle reads "Here you can view/edit your personal information such as email address, phone number and password." The window is divided into three vertical panels. The left panel is titled "My Contact Information" and contains the following text: "Name: Karen Johnson", "Envelope#: 100", "Email: kjohnson1@parishsoft.com", and "Phone: (734) 555-1212". At the bottom of this panel is a blue link that says "Edit Contact Information". The center panel is titled "My Mailing Address" and contains: "Address 1: 825 Victors Way", "Address 2:", "City / State / Zip: Ann Arbor, MI 48103", and a blue link that says "Edit Mailing Address". The right panel is titled "Change My Password" and contains three input fields: "Current Password:" with a red asterisk, "New Password:" with a red asterisk, and "Confirm New Password:" with a red asterisk. Below these fields is a blue link that says "Save".

**Figure 11. Viewing and Changing Your Personal Information**

Your name, envelope number, email address, and phone are displayed in the left pane. In the center pane, your current address, city, state, and ZIP Code are listed. The right pane is where you can change your password.

2. To update the information in the left or center pane, click either **Edit Contact Information** or **Edit Mailing Address**. Update the information as needed and then click  to save.

*Note*

*You may not be able to change the **Envelope#** field. This number is used for administrative purposes, and if your church administrator has already verified the number, you cannot change it.*

3. To change your password, enter your current password. Then, enter your new password and re-enter your new password. Select the **Save** link to update your password.

*Notes*

*As a security precaution, you should change your password on a regular basis. We recommend that you do this every 60 days.*

*Passwords must be between 6-12 characters long. You must use at least one of the following: an alphabetic character, a number, and a keyboard character, such as an asterisk (\*) or an exclamation point (!).*

## Managing Your Contributions

This section shows you how to view a list of your contributions (active and suspended) and how to make changes to your active gifts. You will also learn how to temporarily stop payments as well as how to permanently cancel a gift. If you want to print a report of your contributions, this section shows you how.

### Viewing Your Active Contributions

1. On your Home page or from the **Manage My Account** link, select **My Active Online Giving**:



The **My Active Online Giving** (Figure 12) window is displayed.