

Online Giving



User Guide for Church Members

Temporarily Stopping Payments for a Gift

You can temporarily stop or suspend future payments for a gift. Suspended gifts are not processed again until you indicate that you want payments to resume.

When you suspend payments, only the selected gift is affected. Therefore, if you have other Online Giving gifts for which you want to suspend payment, you must do so individually for each gift.

To suspend payments for a gift:




1. Display the **My Active Online Giving** window (Figure 12).
2. Click  (Edit) for the gift you want to suspend.
3. Select (check) the **Suspend** box.
4. Click .


The **My Active Online Giving** window (Figure 12 on page 22) is displayed. In the **Status** column for the gift, the following icon is displayed to indicate that payments for the gift are currently suspended: (✖).

To resume payments for a suspended gift, follow the instructions under "Resuming Payments for a Suspended Gift", which follows.

Resuming Payments for a Suspended Gift

To resume payments for a suspended gift, complete the following:

1. Display the **My Active Online Giving** window (Figure 12).
2. Click  (Edit) for the gift you want to resume payment for.
3. Uncheck the **Suspend** box.
4. Select your **Next Payment Date**. Click  and then select the date from the calendar.
5. Click .

The **My Active Online Giving** window (Figure 12) is displayed. In the **Status** column for the gift, this icon is displayed to let you know that the gift is active: . Payment processing for the gift will resume on the **Next Gift Date**.