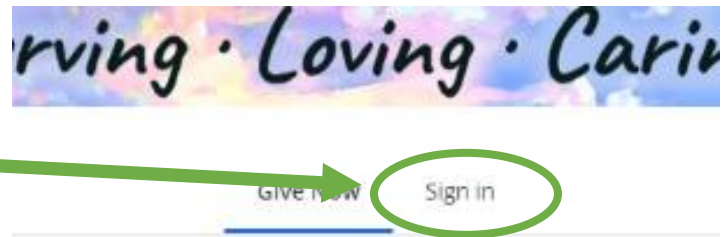# How to Make Changes to My Current Online Contribution

1. Go to christumcutah.org/giving and click on **Donate Online**. From there, select one of the categories, i.e., **Giving**, the category does not matter.
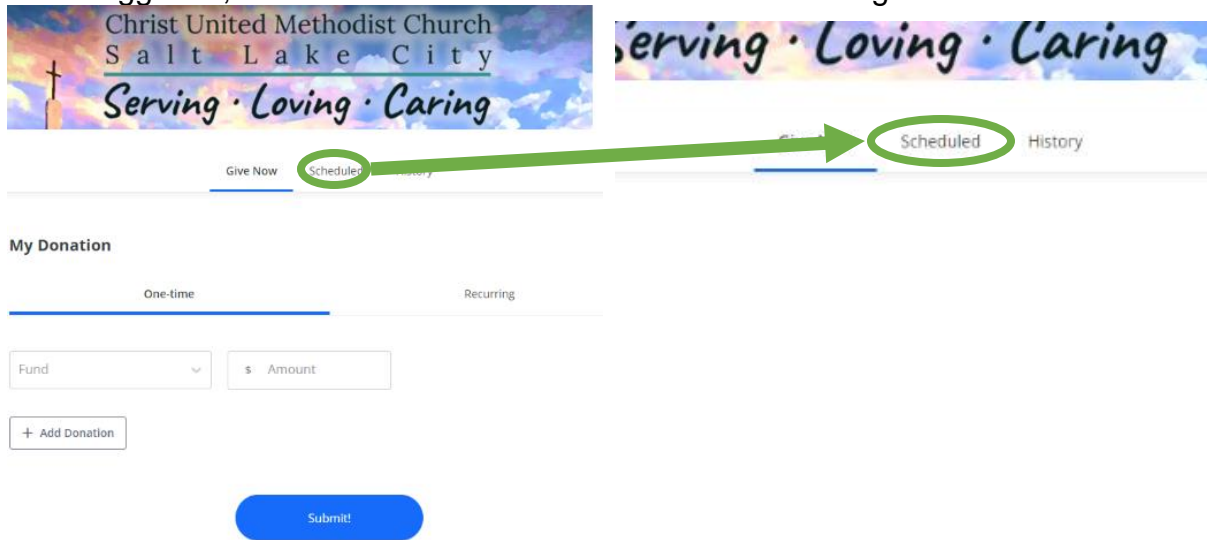

Select Your Location

GIVING

2. Click on **Sign in** just under the CUMC header.

3. Enter the email address you used to set up your account, then click **Next**.
   If you forgot your password, there is a forgot password option after you type your email.
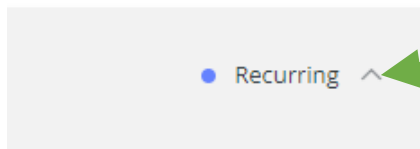
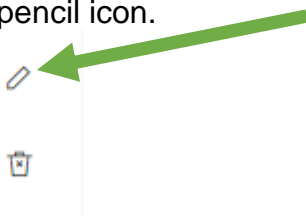4. Once logged in, click on **Scheduled** under the CUMC heading.

5. You should see something like what is below.

Scheduled giving and payments

If any recurring payment was selected on a form submission where a processing fee was accepted or required, a processing fee will apply in addition to each scheduled amount.

6. On the right side of each recurring donation, you will see this. Click on the up arrow to the right of the word Recurring to open the options.

7. You will see more information about the recurring donation and the option to edit it using the pencil icon.

8. **Once you are done editing what you need, click <u>Save</u>.**