## A Simple Guide to Online Donations for Returning Users

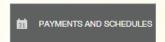
## **HOW DO I RESET MY PASSWORD?**

Click the Login button located in the top-right corner of the site. Then select the Forgot Password link and a temporary link to reset your password will be emailed to you.

If you remember your password but would like to change it, log in and then select the My Settings button. Here you can update your password, along with any of your contact information.

## HOW CAN I UPDATE MY CREDIT CARD OR BANKING INFORMATION?

- 1 Login to your WeShare user account.
- Once you are logged in, click on the **Payments & Schedules** button.



Scroll down to the **My Payment Sources** menu.



Click the Edit button to edit the current expiration date. If you have a new credit card you would like to attach to an existing donation, follow steps

1-8. Only click the Delete button once you have completed step 8.

- Click the Create a New Payment Source button and select the payment type.
- Enter the payment information for your new payment source and click **Create**.
- Scroll to find the My Recurring Transactions menu and click Edit next to the the recurring donation you want to attach the new payment source to.



Select the new source from the drop down menu and click the Apply Change of Payment Source button.

Apply Change of Payment Source

## **HOW DO I CHANGE MY RECURRING DONATION AMOUNT?**

- Login to the site and click the Payments & Schedules button.
- Click **Edit** next to the recurring donation or payment you wish to change.



Type the new donation amount in the Enter an Amount box.

\$15.00

Click the Apply Changes to Recurring Transaction button to save your change.

