

RECURRING GIFT INSTRUCTIONS

Thank you for your faithful and generous support of Mitchell Road ministries.

We have changed online giving service providers to better serve our donors with an intuitive giving experience that is simple to navigate, including up-to-date data security certification. Our new service provider is PCI DSS compliant, the highest standard in the payment systems industry.

To set up a recurring gift, please follow these steps:

1. Click the **Give Now** button on the GIVE page.
2. Select Give Recurring on the Give portal to set up a recurring gift.
3. Select the gift frequency from the list
4. Use the drop-down menu to select the fund of your choice. Enter the gift amount.
5. Select the + sign to add another fund. Select fund, then enter the gift amount.
6. Enter your Email Address and Mobile Phone #, select next to add payment method.
7. Verify your gift information, then select your payment method
We encourage donors to select Bank Account, the lower fee option.
8. Click the **Make Gift** button to complete your gift.
9. You will receive two acknowledgements, the first on the webpage related to your first recurring gift; the second, an email thank you for setting up a recurring gift schedule.

To change a recurring gift, go to Your Account, sign-in with your preferred credentials.

1. To create a code using Multi-Factor Authentication (MFA); enter your email address or mobile phone number; click on **Send Code**.
2. An email or text will be sent with 4-digit number. Enter the code to access your giving account.
3. Select **Your Account** (top right), select **Recurring Schedules**.
4. To Edit, select **Edit** block. An email will be sent confirming the change of recurring amounts, funds, payment method, and / or schedules (per your authorization).