

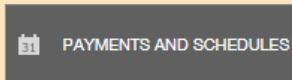
HOW DO I RESET MY PASSWORD?

Click the **Login** button is located in the top-right corner of the site. Then select **If you've forgotten your password, click here** button and a temporary password will be emailed to you.

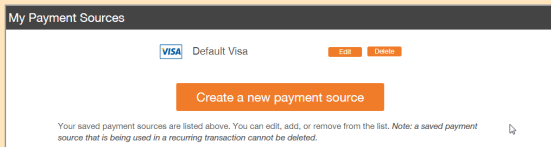
If you remember your password but would like to change it, log in and then select the **My Settings** button. Here you can update your password, along with any of your contact information.

HOW CAN I UPDATE MY CREDIT CARD OR BANKING INFORMATION?

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



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



- 4 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**.

- 5 Click the **Create a New Payment Source** button and select the payment type.

- 6 Enter the payment information for your new payment source and click **Create**.

- 7 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.

My Recurring Transactions				
Collection	Next Transaction Date	Payment Source	Amount	
General Collection	Sunday May 29th, 2016	Default Visa	\$15.00	Edit Delete

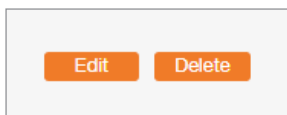
- 8 Select the new source from the drop down menu and click the **Apply Change of Payment Source** button.

Apply Change of Payment Source

HOW DO I CHANGE MY RECURRING DONATION AMOUNT?

- 1 Login to the site and click the **Payments & Schedules** button.

- 2 Click **Edit** next to the recurring donation or payment you wish to change.



- 3 Type the new donation amount in the **Enter an Amount** box.

Enter an amount

\$ 15.00

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