

HOW DO I RESET MY PASSWORD?

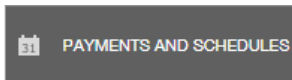
Click the Login button is located in the top-right corner of the site. Then select **If you've forgotten your password, click here** button and a temporary password will be emailed to you.

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

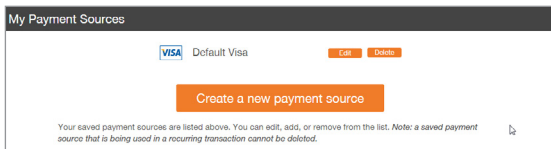
HOW CAN I UPDATE MY CREDIT CARD OR BANKING INFORMATION?

Making a donation or payment is extremely simple. First, click on an individual collection. There will be two options: **Recurring Donation or Payment** and **One Time Donation or Payment**. We will review both options.

- 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.

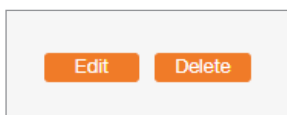
Collection	Next Transaction Date	Payment Source	Amount	
General Collection	Sunday May 29th, 2016	Default Visa	\$15.00	Edit Delete

- 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.