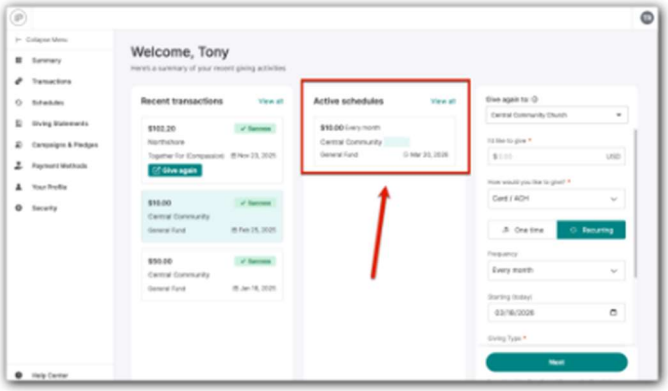
PushPay How to Update Recurring Payment

How to update (edit) gift details

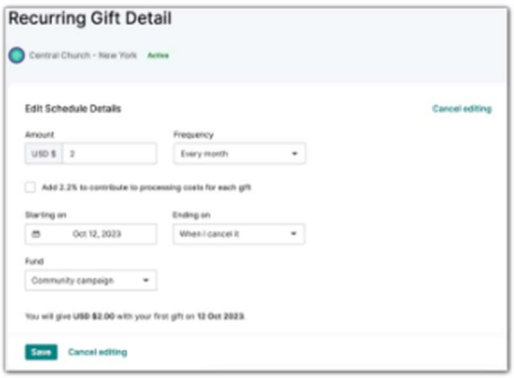
1. Log into your **Pushpay account (https://www.pushpay.com/login)**. For help with the the sign in process, please see **here (https://help.pushpay.com/s/knowledge/Passwordless-Sign-In-Overview)**.
2. On the **Welcome** screen, look for the **Active schedules** section and **select** the gift you'd like to update.



3. In the **Schedule Details** section of the gift's details screen, select **Edit** to the far right.



4. From within the **Edit Schedule Details** section, you can:
   a. Edit the **amount**.
   b. Change the **frequency** (for recurring gifts).
   c. Elect to contribute to processing fees.
   d. Update the **start** and **end** dates for the recurring gift.
   e. Select a different **fund** to attribute your gift to.



5. When you're done, select **Save** at the bottom.