

# Gratitude & Generosity

Dear Plymouth Community,

Do you like making your contributions to Plymouth through online giving? Online giving allows you to make one-time gifts or set-up reoccurring giving. Please use the following instructions to assist you in online giving. **Please be aware of two important considerations:**

- If you simply change your giving amount or end date on an existing recurring gift, that gift will be applied to the wrong fund. For each giving year, please add a new recurring gift following the instructions below—and *don't forget to delete the old gift!*
- For recurring gifts, please enter the amount you wish to pay per period—**not** your total for the year.

Blessings,

Anne Gustafson, Director of Operations ([anneg@plymouth.org](mailto:anneg@plymouth.org), 612/977-1266)

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## Log into your account

- Please go to the Plymouth website (<http://www.plymouth.org>).
- Scroll to the bottom of the page and click on the “Member Login” link under “Quick Links.”
- On the page that opens, enter your email or user name and your password.
- You'll be taken to your overview page.

## Forgot your password?

- Please go to the Plymouth website (<http://www.plymouth.org>).
- Scroll to the bottom of the page and click on the “Member Login” link under “Quick Links.”
- On the page that opens, click the word “password” in the line “Forgot your password or user name?”
- Enter your **email or user name** and click “Send E-mail.”
- Go to your email. You should get an auto-generated email from Plymouth with a link to set up your password.
- Click the link in the email, and in the web page that opens, enter a new password **twice** (at least 6 characters with a mix of letters and numbers), and click “Change Password.”
- You'll be taken to your overview page.

## Create an account

- Please go to the Plymouth website (<http://www.plymouth.org>).
- Scroll to the bottom of the page and click on the “Member Login” link under “Quick Links.”
- On the page that opens, next to “Need a Login?” click the “Click here” link.
- Enter your email and name and click “Find Me.”
- Follow the instructions to create your account.

## View your pledge or giving

- From your overview page, find the “My Giving Summary” section.
- Click the “My Giving History” or “My Pledge History” link.

## Set up a one-time gift

- On your overview page, in the “My Giving Summary” section, click on the “Give Now” button.
- Enter the amount you want to give
- Click the button next to “One Time.”
- Enter the date of your gift.
- Click “Continue.”
- On the Funds page, tell us how much of your gift you want to go to various church funds.
- Click “Continue.”
- On the next page, you'll be asked to enter your payment information.
- Click “Continue.”
- If everything is good on the “Review and Process” page, you can click “Schedule Gift.”

### Set up a recurring gift

- On your overview page, in the “My Giving Summary” section, click on the “Give Now” button.
- Make sure you enter the amount you want to give each period, **not your total for the year. If you want to give \$600 for the year, for example, yet wish to give monthly, enter \$50.**
- Click the button next to “Recurring,” and fill in the information as requested.
- Click “Continue.”
- On the Funds page, tell us how much of your gift you want to go to various church funds.
- Click “Continue.”
- On the next page, you’ll be asked to enter your payment information.
- Click “Continue.”
- If everything is good on the “Review and Process” page, you can click “Schedule Gift.”

### Edit a recurring gift

- On your overview page, in the “My Giving Summary” section, click the “Manage Scheduled Giving” link.
- Click the pencil icon next to the recurring gift you wish to edit.
- Make your desired changes.
- Click “Schedule Gift.”

**Please note:** On recurring gifts without end dates, some fields cannot be changed. In that case, you must delete the recurring gift and set up a new one.

### Change payment method on a recurring gift

- On your overview page, in the “My Giving Summary” section, click the “Manage Scheduled Giving” link.
- Click the pencil icon next to the recurring gift you wish to edit.
- In the “Payment Details” section, select the appropriate payment method from the “Account” drop-down menu.
- Click “Schedule Gift.”

### Delete a recurring gift

- On your overview page, in the “My Giving Summary” section, click the “Manage Scheduled Giving” link.
- Click the red circle with an “X” in it next to the recurring gift you wish to delete.

### Update credit card expiration date

- On your overview page, in the “My Giving Summary” section, click the “Manage Scheduled Giving” link.
- On this next page, click the “Manage Payment Methods” link over to the right.
- Then click “edit” next to your credit card, and you’ll be able to update the expiration date.

### Update credit card number, or set up new payment method

- On your overview page, in the “My Giving Summary” section, click the “Manage Scheduled Giving” link.
- On this next page, click the “Manage Payment Methods” link over to the right.
- Click “Add New Payment Method” and follow the instructions.
- Click on “Home” to go back to your overview.
- On your overview page, in the “My Giving Summary” section, click the “Manage Scheduled Giving” link.
- Click the pencil icon next to the recurring gift you wish to edit.
- In the “Payment Details” section, select your new payment method from the “Account” drop-down menu.
- Click “Schedule Gift.”
- Feel free to delete your outdated card in the “Manage Payment Methods” section.