A SIMPLE GUIDE TO ONLINE DONATIONS FOR NEW USERS

HOW DO I LOG IN?

The Login button is located in the top-right corner of the site. If this is your first visit to the site, you will not log in until you have submitted your first transaction.

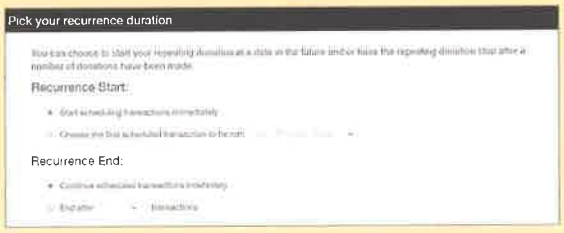
Once your first donation or payment has been submitted you will receive a log-in email, providing a temporary password that expires in 24 hours. Use the link in the email to **complete your user account** by establishing your secure password. Once completed, you will have access to all of your donation or payment information and can make changes at any time.

HOW DO I MAKE A RECURRING DONATION?

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.

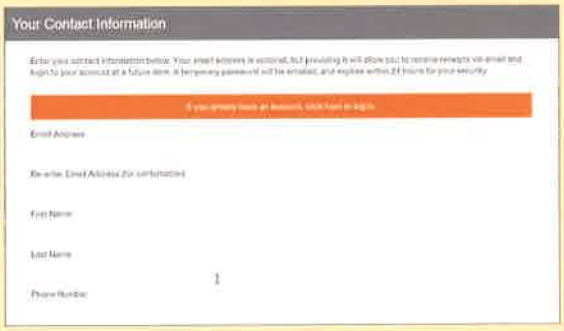
1. To begin a recurring donation or payment, you will first choose an amount and then select the donation frequency from the options provided.

2. You will then decide when to start and end your recurring donation or payment. You can choose to start your transaction right away or at a later date of your choosing. You can also choose a date for this recurrence to end.



3. Now you will select the payment source for your donations. Choose the payment type from the options provided, then enter your payment information.

4. Fill in your basic contact information.



5. Check the "I Agree" box and click **Create Your Recurring Transaction** button to authorize the donation.

HOW DO I MAKE A ONE-TIME DONATION?

Click on a collection of your choice, then select the **One Time Donation** or **One Time Payment** button.

Indicate the donation or payment amount and proceed through steps 3 and 4 outlined above.

After completion, check the "I Agree" box and click Submit Your **One Time Donation** button to authorize your transaction.

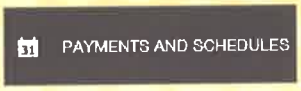
HOW DO I RESET MY PASSWORD?

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.

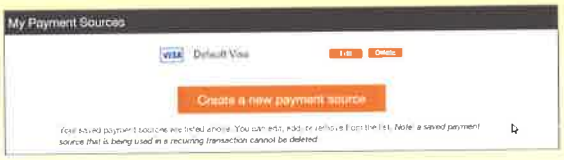
If you remember your password but would like to change it, log in and then select the My Settings button. Here you can update your password, along with any of your contact information.

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.

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

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.

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

Need more help? Please contact your church office or Email: **WeShare@4LPi.com** | **Phone: 855.800.4273**