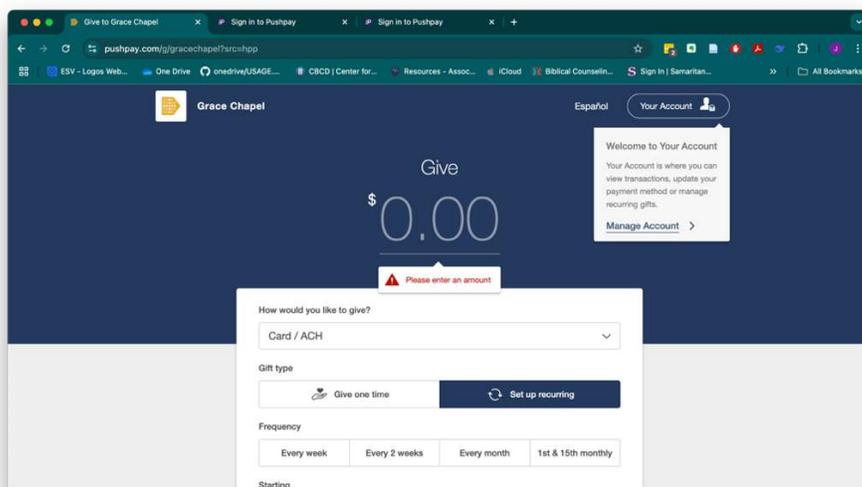


How to Cancel Your Recurring Gift in Pushpay

This guide walks you through the steps to cancel an existing recurring gift in Pushpay. Follow each step carefully, referencing the provided screenshots to ensure you don't miss any details.

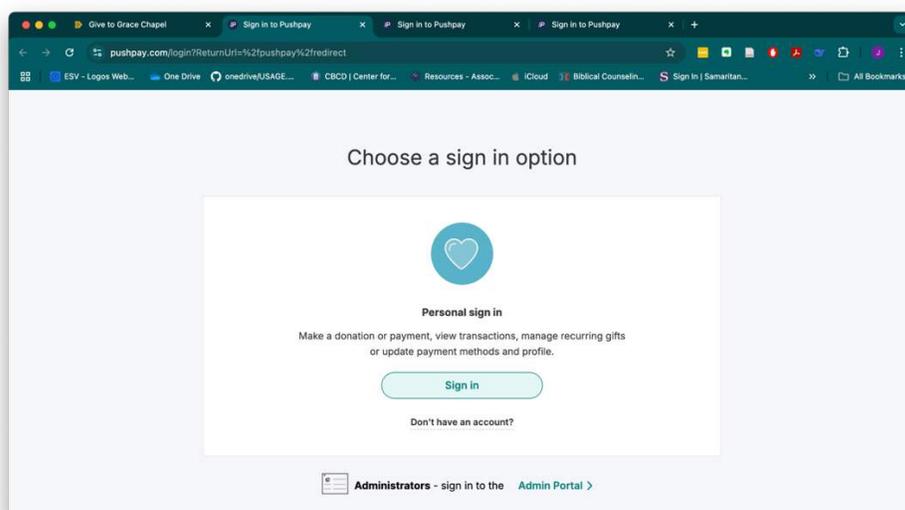
Step 1: Access the Pushpay Giving Page

1. Click the button on the Grace Chapel Give Page that say Cancel Pushpay.
2. You will see a screen showing a “Give” amount field (e.g., \$0.00), plus an option to choose a payment method (Card/ACH).
3. Click on “Your Account” in the top right corner, then “Manage Account”.



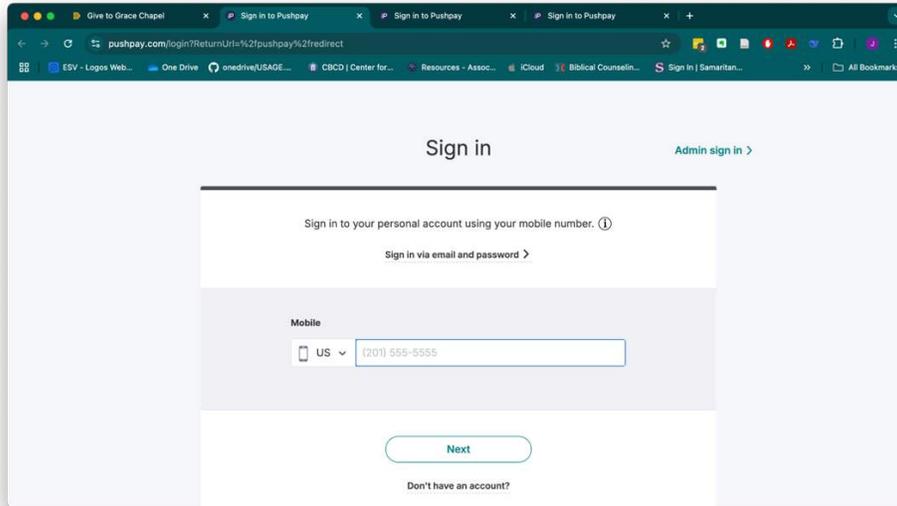
Step 2: Choose a Sign-In Option

Click **Sign in** under “Personal sign in.”



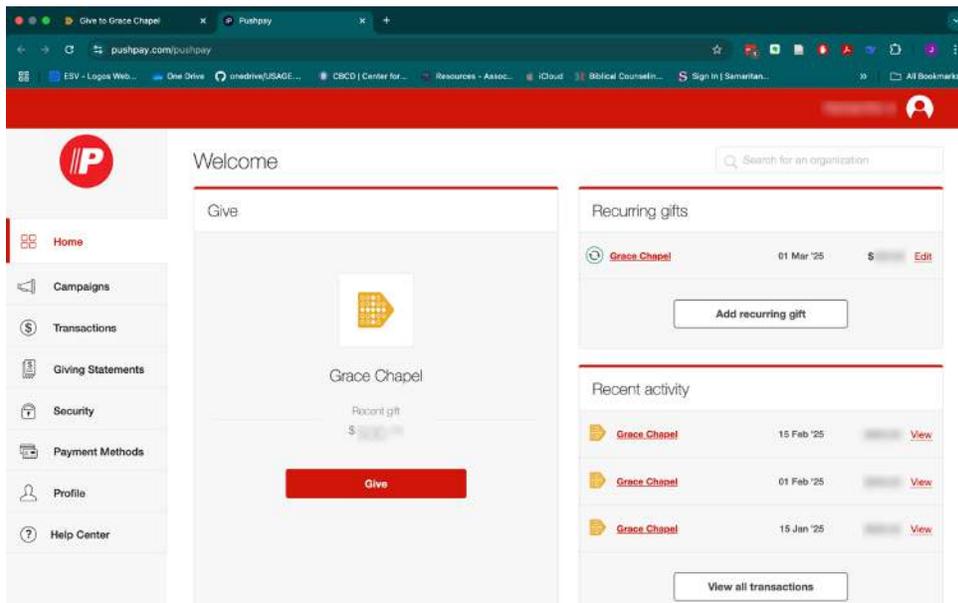
Step 3: Sign In with Your Credentials

Enter your mobile number or select **Sign in via email and password** if you prefer. Click **Next** (or follow any prompts to verify via a code). Once authenticated, you'll be taken to your Pushpay dashboard or back to the main giving screen.



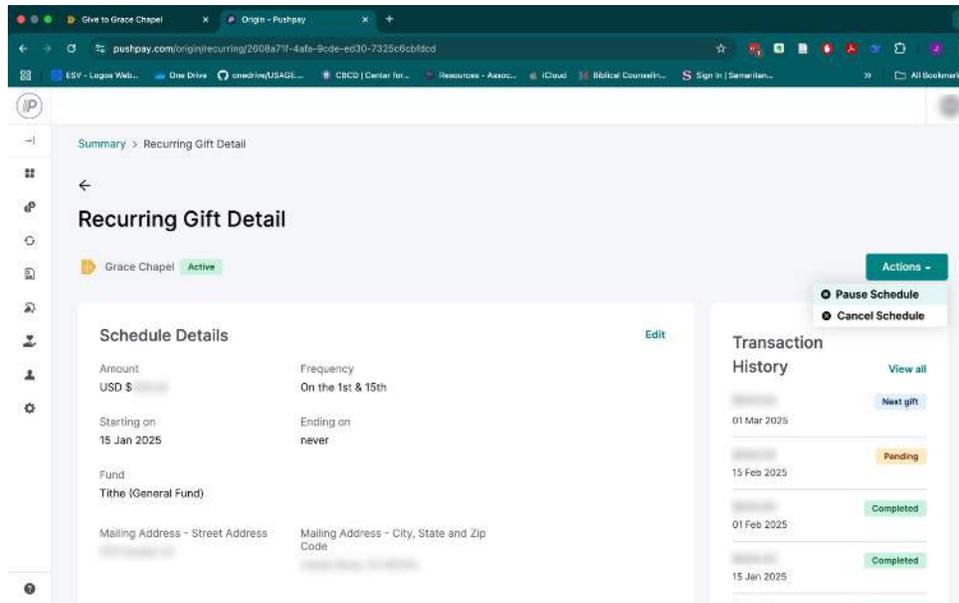
Step 4: Open Your Pushpay Dashboard

1. From the welcome screen, locate the **Recurring gifts** section on the right side.
2. You should see your active recurring gifts listed here.
3. Click on the "circle" for the specific recurring gift you want to cancel.



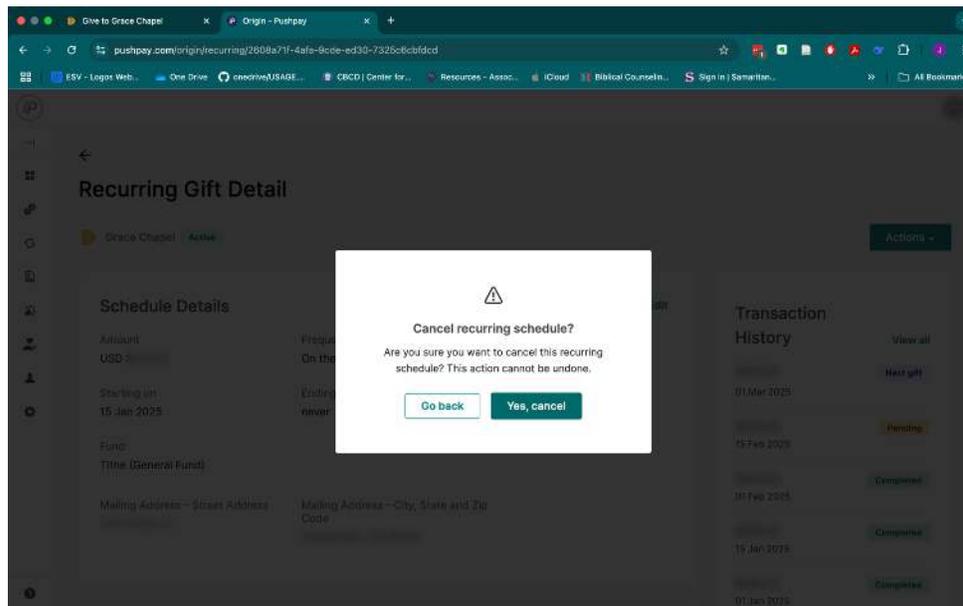
Step 5: View Recurring Gift Detail

1. You'll see information about your recurring gift, such as the amount, frequency, and next scheduled date.
2. On the right side (or top right, depending on your layout), look for an **Actions** button.
3. Select **Cancel Schedule** (or **Cancel Recurring**).



Step 6: Confirm Cancellation

1. A pop-up will appear, asking if you're sure you want to cancel the schedule.
2. Click **Yes, cancel** to finalize the cancellation.



Next Steps

- **Check for Confirmation:** You should receive a confirmation email or notification that your recurring gift has been canceled. If not, verify by returning to your dashboard to ensure the gift no longer appears as active. **Questions or Issues?** If you have any questions or need assistance, contact the church office 303-799-4900 or email: info@gracechapel.org