



## Enter a Recurring Online Gift

Members, guests and staff can have access to their accounts and enter recurring online gifts.

When you click on the **Recurring Giving** link, it will take you to the Log-In page for Grace Access. If you have a login, enter that info and click **Sign In**.


If you need a login, click the **Click here** and one will be sent to you.

Or, if you forgot username or password, click those links and we'll send that info to you.

Once you have logged into your account.

The **Give Now** tab displays a summary of your giving and lets you enter new contributions. The **My Scheduled Giving** page lets you edit or delete recurring gifts without having to go through all of your contributions.

[To enter a recurring gift](#)

1. Point to **Giving**, then click **Give Now**.
2. Enter how much you want to give. For example, **\$50.00**.
3. Select the **Recurring** option.
4. Select the recurrence pattern you want to use, the day of the week you want to give on, and the dates you want to start and stop the gift. To select dates from a calendar, click .
  - **Weekly** – Select this option to give the gift every week on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
  - **Monthly** – Select this option to give the gift every month on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
  - **Every 2 Weeks** – Select this option to give the gift every two weeks on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
  - **Twice a Month** – Select this option to give the gift twice a month on two dates you specify. Enter a Start Date for your gift, then select and enter an End Date or

Number of Payments. The default 1st Payment and 2nd Payment dates are the 1st and the 16th. The gift is transacted on the first available date; if you enter the 5th and the 25th for the dates but it is the 10th, then the gift will not be transacted until the 25th.

- **Every 3 Months** – Select this option to give the gift every three months on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

5. Click **Continue**.

6. Enter the amount to give to each fund. You must allocate your total contribution to the funds on the page.

- You can apply the entirety of the gift to one fund or divide the gift up among several funds.
- Your total gift amount displays below the funds as **\$<amount> of \$<amount> Remaining**.
- You can enter an **Optional Description** for each fund you give to.

7. Click **Continue**.

8. Select your payment method.

- If you have never entered a payment method, fill out the necessary information (Field names displayed in red are required). To save the payment method for future use, select **Save for future use**.
- If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.

9. Click **Continue**.

10. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Process Gift**. If you are scheduling a gift to be processed at a future date, click **Schedule Gift**.

11. The **Receipt** page displays.

#### Useful Information

If you set up recurring giving to stop on a day that falls within the scheduled frequency, the donation is still transacted.

For example, if a recurring gift is set to end on the 30th of the month, the gift is made on the 30th even though it is the final day of the scheduled frequency.