

1. If you have given online in the past but do not currently have any **recurring** giving set up, you do not need to do anything. You can set up your account in the new system. Once we get everyone that has recurring giving converted to the new system in the upcoming months, we will shut off the old system and that will cancel your account.
2. For those who have recurring gifts set up in the old online giving system you will need to go in and have those gifts stopped before setting up your giving in the new system. To stop all recurring giving please take the following steps:

- A. Login to your online giving account.

<https://www.myowngiving.com/Default.aspx?cid=365>

Please note: for some of you your username may **NOT** be your email address. If you have forgotten or lost your password for online giving you will need to click the link on the page that you forgot your username and or user password, an email will be sent to your email address that will give you your username and allow you to reset your password. If you have used the QuickGive function in online giving and also have an Individual account that use the same email address or are unable to access your account for any other reason, you will need to contact Brooke Greene at bgreene@spxconyers.com or 770-483-3660 Ext. 119 for assistance in merging your accounts to gain access.

- B. Once logged in Click on the “My Active Online Giving” link. Click on the gift you wish to stop. You must do this for each fund you have Active Recurring giving for, e.g. offertory, capital improvements, etc.
- C. Click on the pencil under the details (to the right) of the gift you wish to stop. This will allow you to edit the gift. A window will pop up with the details of the gift. Click **CANCEL GIFT**.
- D. Follow the above procedure for every gift you wish to cancel.
- E. You may also wish to delete your credit card/bank information that is stored in the old system. Go to “My Payment Methods” from the “Manage my Account” drop down menu. There is one tab for credit cards and one for bank information. You can hit delete to the right of each payment method you wish to take out of the system.
- F. You are now ready to register in the new system.

<https://giving.parishsoft.com/app/giving/spxonlinegiving>