



# Online Giving Account Management

## UPDATE PAYMENT METHOD:

To update a payment method from the **Pushpay app** on your smart phone:

1. Open the App > Enter passcode / use Touch ID and click **more**.
2. Click **Menu** on the bottom right and then **payment methods**.
3. Click the payment method you would like to update.
4. To edit details beyond nickname, click the payment method once more.
5. Enter appropriate details and click **done**.

To update a payment method from **your dashboard** on your personal computer:

1. Login to your Pushpay account at [pushpay.com/login](https://pushpay.com/login).
2. Click **payment methods**.
3. Click the logo or nickname next to the payment method details.
4. Click **update details**.
5. Enter payment method details, including the full card number, click **Update**.  
You should expect to see "Success - Payment method has been updated."

## DELETE PAYMENT METHOD:

To delete a payment method from the **Pushpay app** on your smartphone:

1. Open the Pushpay app > Enter passcode / Touch ID and click **more**.
2. Click **Menu** on the bottom right and then **payment methods**.
3. Select the payment method to delete.
4. Click **delete**.
5. Confirm by clicking **Delete this payment method**.

To delete a payment method from **your Home screen** on your personal computer:

1. Login to your Pushpay account at [pushpay.com/login](https://pushpay.com/login).
2. Click **payment methods** from your Home screen.
3. Click the logo or nickname next to the payment method details.
4. Click **delete**.  
When asked "are you sure you wish to delete?" click **yes**.

## EDIT OR PAUSE RECURRING GIVING SCHEDULE:

To edit a recurring payment schedule from the **Pushpay app** on your smart phone:

1. Open the Pushpay App > Enter passcode / Touch ID
2. Click on **recurring** at the bottom of the screen
3. Click the recurring payment you wish to edit.
4. Click **edit** to submit a modification to the recurring schedule.
5. Make desired changes, scroll down, click **save**.  
You should expect to see "Success - You have successfully edited this payment schedule."

To edit a recurring payment schedule from **Home**, using your personal computer:

1. Login to your Pushpay account at [pushpay.com/login](https://pushpay.com/login).
2. Click **edit** next to the recurring schedule you would like to edit.
3. Click **edit recurring**.
4. Make desired changes, scroll down, click **save**.  
You should expect to see "Success - You have successfully updated this payment schedule."

Questions? Email [contributions@parkvalleychurch.com](mailto:contributions@parkvalleychurch.com).