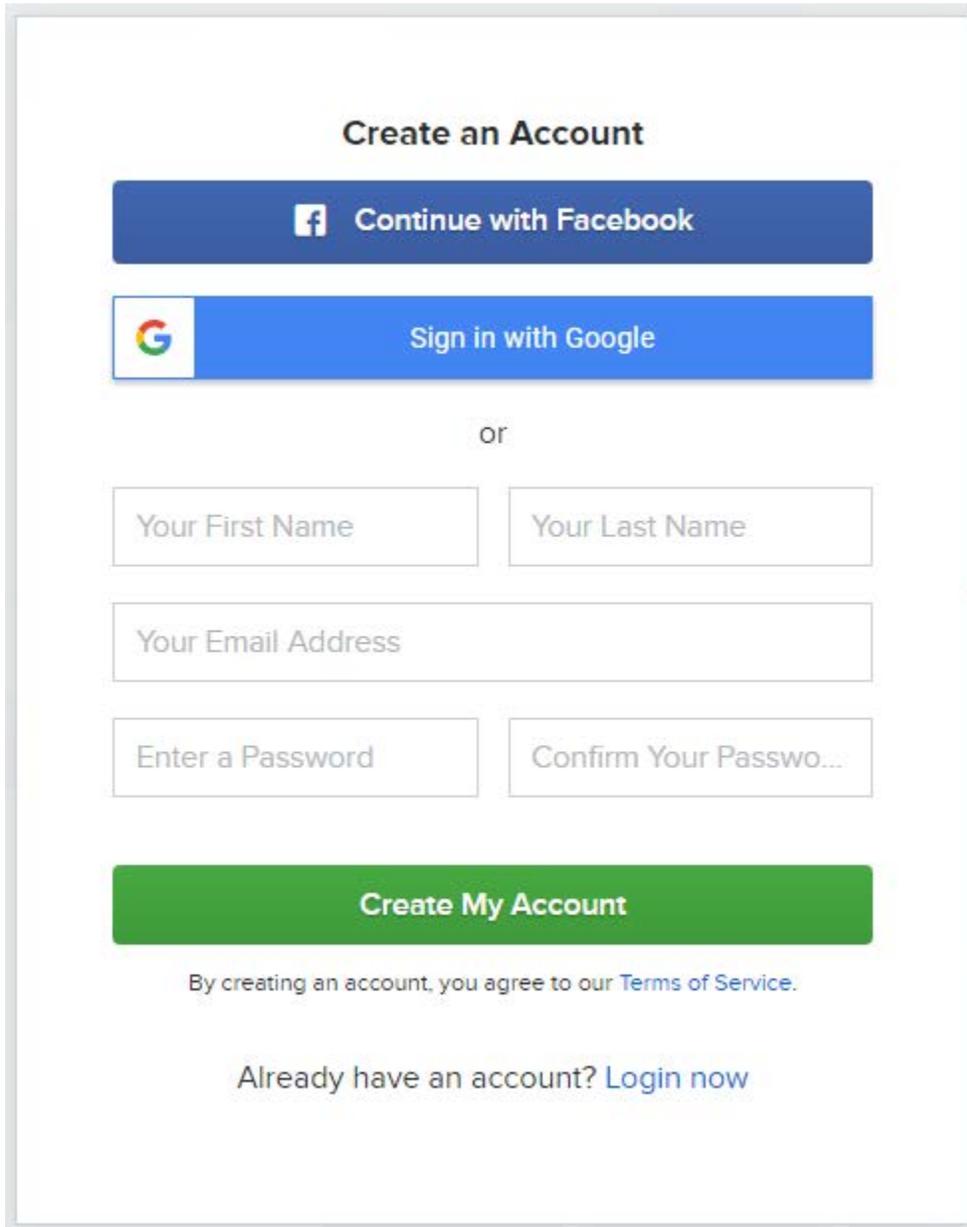When you visit an organization's donation form, you'll see the options to **Create an Account or Log In** along the top of the form.

Create an Account or Log In

Once you've clicked **Create an Account**, you'll see the following:

Create an Account

Continue with Facebook

Sign in with Google

or

| Your First Name | Your Last Name |

Your Email Address

| Enter a Password | Confirm Your Passwo... |

Create My Account

By creating an account, you agree to our Terms of Service.

Already have an account? Login now

Once you create your account, you'll be taken back to the form, where your basic info will be filled in. To edit your account information, click **My Account** in the upper-right corner of the form.

My Giving Dashboard

After clicking **My Account**, you'll be taken to your **Giving Dashboard**, where you can view your donation history, manage payment methods, set up and edit recurring donations, and edit your personal information. We're using an account that already has donations associated with it. If you have any recurring donations with upcoming bill dates, you'll see those displayed in the **Billing Soon** area along the bottom of the dashboard.

My Giving Dashboard

| 01/01/2017 | to | 07/12/2017 | Lakeland Food Pantry ▼ | 🔍 |

	Date	Form	Amount	Status
371589	07/12/2017	Lakeland Food Pantry	$50.00	Accepted

← 1 →   Per Page: 10 ▼

Billing Soon

AUGUST 12, 2017

Automated - For Transaction #371589

$50.00

You can narrow the results displayed in the table by entering a donation date range or by choosing an organization from the drop-down, if applicable. Organizations will only show up in this drop-down if you've donated to them.
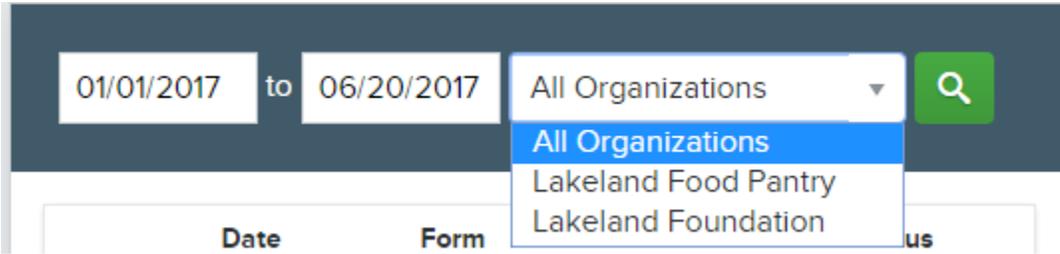
If you click the transaction number in the far-left column of the table, you'll be taken to the online confirmation page for that transaction.

Click **My Account** to return to your Giving Dashboard.

Payment Methods

Under the **Payment Methods** tab you can add and save credit card or eCheck information so you can easily choose a stored payment type when donating to an organization. Click **Add Payment Method** to get started.
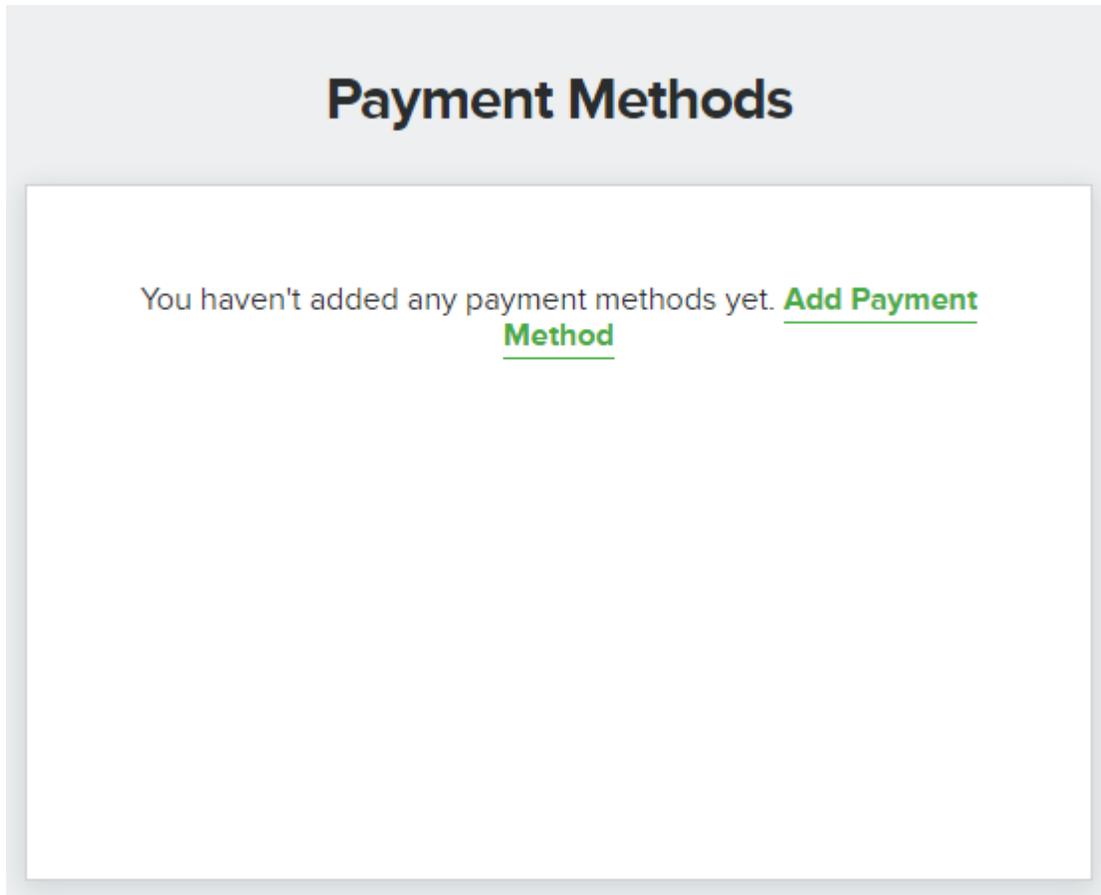
In the first section, add a label for your payment method. This is what will appear as the name of the payment option when you're on a donation form.

For credit cards, enter your card number and expiration date.

Payment Information

◉ VISA | MasterCard | AMERICAN EXPRESS | DISCOVER   ○ eCheck

Card Number REQUIRED

[   ]

Expiration Date REQUIRED

[07 - July   ▾]   [2017   ▾]

For eChecks, enter your account and routing numbers.

Payment Information

○ VISA | MasterCard | AMERICAN EXPRESS | DISCOVER   ◉ eCheck

Routing Number REQUIRED   Account Number REQUIRED

[⑦]   [⑦]

Enter the **Billing Information** associated with the payment type and click **Save Payment Method**.

Billing Information

First Name REQUIRED   Last Name REQUIRED

[Sarah   ]   [Sebastian   ]

Address REQUIRED

[   ]

Address Line 2

[   ]

City REQUIRED   State REQUIRED   Zip Code REQUIRED

[   ]   [Select a State   ▾]   [   ]

Country REQUIRED

[United States   ▾]

[**Save Payment Method**]

Once you've saved a payment method, you'll be taken to the main listing of stored methods, where you can add, edit, or delete items at any time.

Payment Methods

My Visa ●   Edit Delete

VISA XXXX XXXX XXXX XX11
      Expiration: 07/17

My Bank Account ●   Edit Delete

eCheck Account: XXXXXX89

+ Add Payment Method

Recurring Gifts

In the **Recurring Gifts** tab you can view, pause, resume, edit, or delete any recurring donations you have set up.

Recurring Gifts

⏸ **Automated - For Transaction**   Edit Delete
    #371589
    $50.00 every month

If you'd like to pause a recurring donation and start it up at a later date, click the icon to the left of the payment.

Automated - For Transaction #371589
$50.00 every month

Edit **Delete**

The icon will change as shown below. When you'd like to restart the recurring payment, click the play icon.

Automated - For Transaction #371589
$50.00 every month

Edit **Delete**

When you click **Edit** for a recurring transaction, you'll be taken to the following:

Recurring Gifts

Automated - For Transaction #371589

NICKNAME
Automated - For Transaction #371589

Edit

AMOUNT AND RESTRICTION
$50.00
Location - Downtown

Edit

FREQUENCY
Monthly starting 07/12/2017

Edit

PAYMENT INFORMATION
Credit Card ending in XX11

Edit

PERSONAL INFORMATION
Sarah Sebastian
207 Bartow Road
Lakeland, Florida 33801 US
sarahs@example.com

Edit

In the **Nickname** section, you can edit how the recurring gift is labelled in your Recurring Gifts area. Click **Save Recurring Nickname** once you've set it as desired.

NICKNAME   Edit
Automated - For Transaction #371589

How you you like to label this recurring gift?

Add a label to help you quickly identify a recurring gift. This field is required.

Monthly Gift of $50

Save Recurring Nickname

Clicking **Edit** next to **Amount and Restriction** gives you the option to change your recurring amount and/or the restriction to which you are giving.

AMOUNT AND RESTRICTION   Edit
$50.00
Location - Downtown

$20.00 $30.00 $50.00 $100.00

Other $

Please direct my donation to:

Location ▾

Which pantry location?

☐ I'd like to help cover processing costs - add **$2.00** to my transaction

Save Recurring Details

You can edit how often your recurring donation occurs by editing the **Frequency**.

You can also choose another stored payment option or add a new payment method for the recurring donation by clicking **Edit** next to the **Payment Information** section. If the organization to which you're donating has PayPal as a payment option, you'll see that here, as well. It is not offered as a stored payment option in accordance with PayPal's security guidelines.

To edit the personal information stored for this recurring payment, click **Edit** next to **Personal Information**.

PERSONAL INFORMATION

Sarah Sebastian
207 Bartow Road
Lakeland, Florida 33801 US
sarahs@example.com

Edit

Personal Information

Enter your personal information associated with this gift.

☐ Company Donation

First Name REQUIRED

Sarah

Last Name REQUIRED

Sebastian

Address REQUIRED

207 Bartow Road

City REQUIRED

Lakeland

State REQUIRED

Florida ▼

Zip REQUIRED

33801

Country REQUIRED

United States ▼

Company

Email REQUIRED

sarahs@example.com

Phone number

☑ Yes! Lakeland Food Pantry may contact me at the email address above.

Save Recurring Personal Information

My Account

The **My Account** tab is where you'll go to update global account information. The **Account Information** and **Communication Preferences** sections are where you can update the name and address associated with your account, as well as enter your email address and choose whether or not you'd like to be alerted when any changes to your account occur.

Account Information

Company Name

First Name REQUIRED

Sarah

Last Name REQUIRED

Sebastian

Address

City

State

Select a Sta... ▼

Zip Code

Country

United States ▼

Phone Number

Communication Preferences

☑ Receive email alerts when changes to your account occur.

Login Information

Email Address

sarahs@example.com

Save Information

There is also a section in which you can update your password.

Update My Password

Enter Your Current Password

Enter a New Password

Confirm Your New Password

Update Password
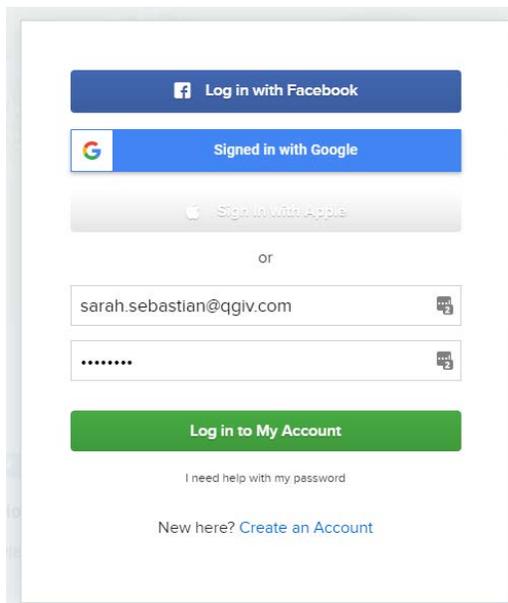
At the bottom of this section, you'll see the option to log out of your account.

Logout

Log Out of My Account

If you forget your password, click the "I need help with my password" link. A password reset email will be sent to the email address associated with the Donor Account.

Log in with Facebook

Signed in with Google

Sign in with Apple

or

sarah.sebastian@qgiv.com

••••••••

Log in to My Account

I need help with my password

New here? Create an Account

You have 24 hours to use the password reset link before it expires.