

# GIVING ONLINE



*Our updated giving page makes it easier for you to pledge and make one-time gifts.*

*See our frequently asked questions below:*

## **1. How do I make a one-time gift online?**

To give online, please follow these steps:

1. In the main navigation menu, select Give > Make a Donation or Payment. This will take you to the checkout page
2. Select the Designation you would like to support.
3. In the amount box, type in the dollar amount you wish to give or select the amount
4. Enter your Name, email and billing address information
5. Enter your card or bank account information
6. Verify the summary of your giving information
7. Click the Complete Gift button

## **2. How do I set-up a pledge?**

To setup a pledge (or a recurring gift), please follow these steps:

1. From the online giving page, [www.fusmadison.org/giving](http://www.fusmadison.org/giving), click the Give Now button under "Make A New Pledge."
2. Click "Create a Pledge"
3. In the amount box, type in the dollar amount you wish to pledge.
4. Select your Sustainer Level and enter your contact information as needed.
5. Click either button at the bottom of the page to set up your pledge payment.
6. Enter the date you want the gift to start processing

7. Enter your Name, email and billing address
8. Enter in your card or bank account information
9. Verify the summary of your giving information
10. Click the Complete Gift button

### **3. I'm currently a Sustainer, how do I update my pledge or payment details?"**

To edit your Sustainer pledge, please follow these steps:

1. Login to your online giving account
2. Click Pledge > 2021-2022 Pledge
3. Click on the Edit Pledge Button
5. On this screen, you can change your donation amount, the see Sustainer level of your gift.
6. If everything looks correct, click the Submit button

### **4. How do I make changes to my pledge payment?**

To edit your pledge, please follow these steps:

1. Login to your online giving account
2. Click the Profile button
3. Click on the Recurring Payments link
4. Click the Edit button to make changes to your scheduled contribution
5. On this screen, you can change your donation amount, the frequency of your gift, and the next start date
6. If everything looks correct, click the Submit button

### **5. How do I stop my pledge payments?**

To delete your pledge, please follow these steps:

1. Login to your online giving account
2. Click the Profile button

3. Click on the Recurring Payments link
4. Click the Delete button next to the scheduled contribution you wish to remove
5. Click the OK button to confirm the delete
6. Verify your schedule is no longer visible in the list

#### **6. Do I have to create a login to give online?**

It is not necessary to create an online account to give online. Our system will automatically match your giving based on your billing information and email address. With your account, you will be able to edit your contact information, view your giving history, print a giving statement, edit/save payment information and edit your pledges. Additionally, with saved billing and payment information you can complete your online gift in fewer steps.

#### **7. How do I make changes to my online giving profile or saved payment information?**

To make changes to your online giving profile, please follow these steps:

1. Login to your online giving account here
2. Click on the Profile link
3. Navigate to the "Profile" page in the right hand menu.
4. In the Contact Information section, you can update your phone number(s), email address, and mailing address
5. In the Your Saved Payment Methods section, you can edit and delete your saved payment methods
6. After making any profile changes, make sure to click the Submit button under the Gift/Visibility Permission section
7. Click the OK button

#### **8. How do I update my address on my online giving profile?**

1. Login to your online giving account
2. Click on the Profile link
3. Navigate to the "Profile" page in the right hand menu.
4. In the Contact Information section, you can update your phone number(s), email address,

and mailing address

5. Click the OK button

6. After making any profile changes, make sure to click the Submit button under the Gift/Visibility Permission section.



**NEED ASSISTANCE?**

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