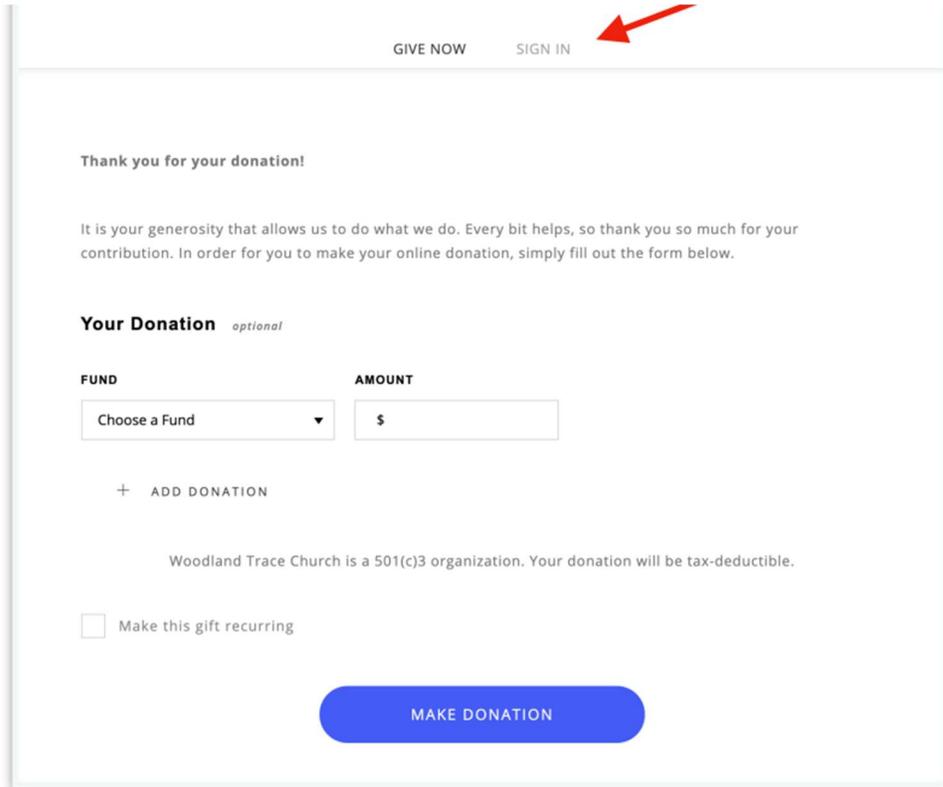


Canceling Your Recurring Gift On Clover Giving

1. Go to Hamilton Baptist Church's Clover Giving website by clicking this link:

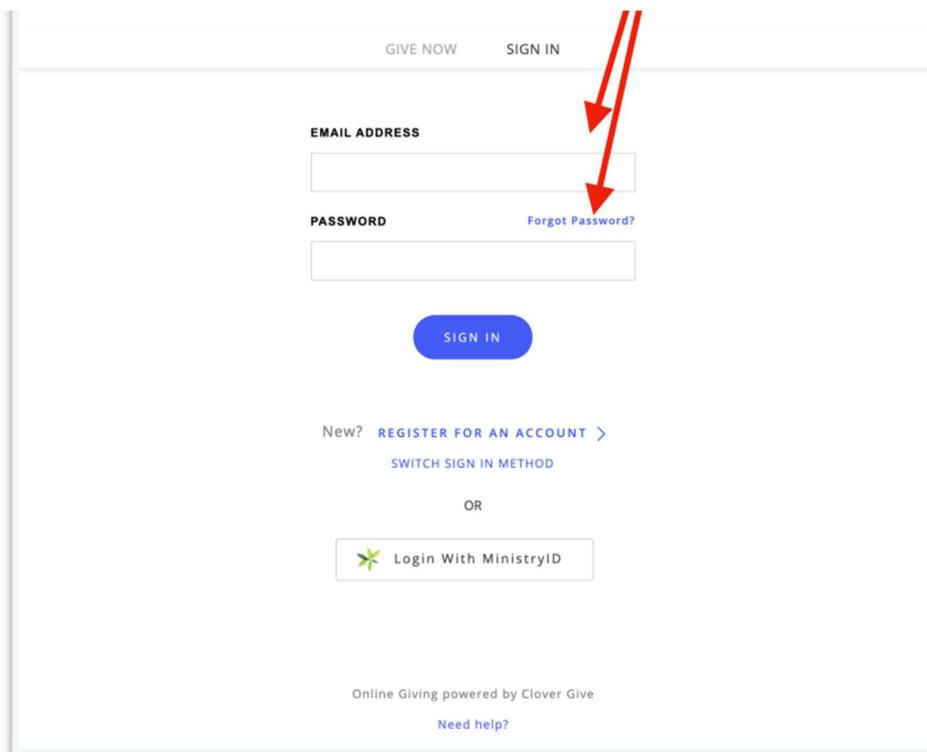
<https://app.clovergive.com/app/Giving/clodo-hamiltonbaptistchurch>

2. Once the website opens, you will see this page. You will then need to click SIGN IN.



The screenshot shows the top navigation bar with "GIVE NOW" and "SIGN IN" buttons. A red arrow points to the "SIGN IN" button. Below the navigation bar, there is a "Thank you for your donation!" message and a paragraph of text. The main section is titled "Your Donation" with a sub-label "optional". It contains two input fields: "FUND" with a dropdown menu labeled "Choose a Fund" and "AMOUNT" with a text box containing a dollar sign. Below these fields is a "+ ADD DONATION" button. A note states "Woodland Trace Church is a 501(c)3 organization. Your donation will be tax-deductible." There is a checkbox labeled "Make this gift recurring" which is currently unchecked. At the bottom is a large blue "MAKE DONATION" button.

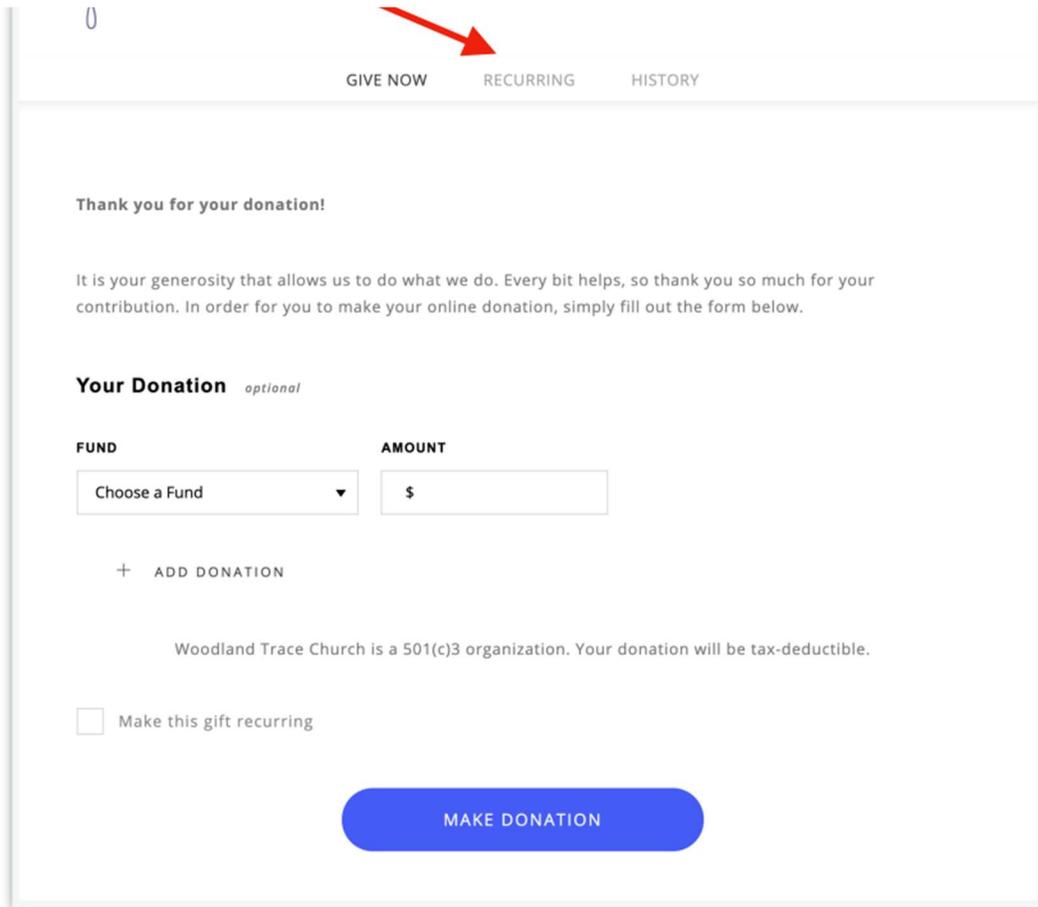
3. Enter your login credentials in the appropriate spaces and click the blue sign in button.



The screenshot shows the login page with "GIVE NOW" and "SIGN IN" buttons in the top navigation bar. A red arrow points to the "SIGN IN" button. The main content area has two input fields: "EMAIL ADDRESS" and "PASSWORD". A blue link "Forgot Password?" is located to the right of the password field. Below the input fields is a blue "SIGN IN" button. Underneath the button are links for "New? REGISTER FOR AN ACCOUNT >" and "SWITCH SIGN IN METHOD". Below these links is the word "OR" and a button labeled "Login With MinistryID" with a green star icon. At the bottom of the page, it says "Online Giving powered by Clover Give" and a blue link "Need help?".

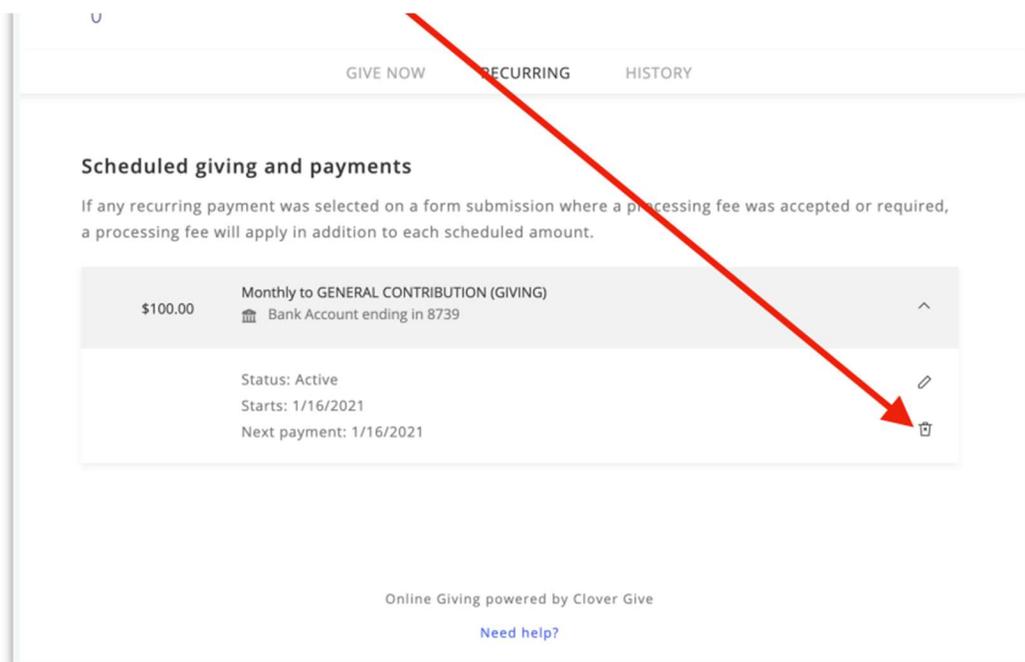
Canceling Your Recurring Gift On Clover Giving

4. Once logged into your Clover Give account, you will see 3 new menu options. Click RECURRING.



The screenshot shows the 'RECURRING' menu option highlighted with a red arrow. Below the navigation bar, there is a 'Thank you for your donation!' message and a 'Your Donation' section with a 'FUND' dropdown menu and an 'AMOUNT' input field. A blue 'MAKE DONATION' button is at the bottom.

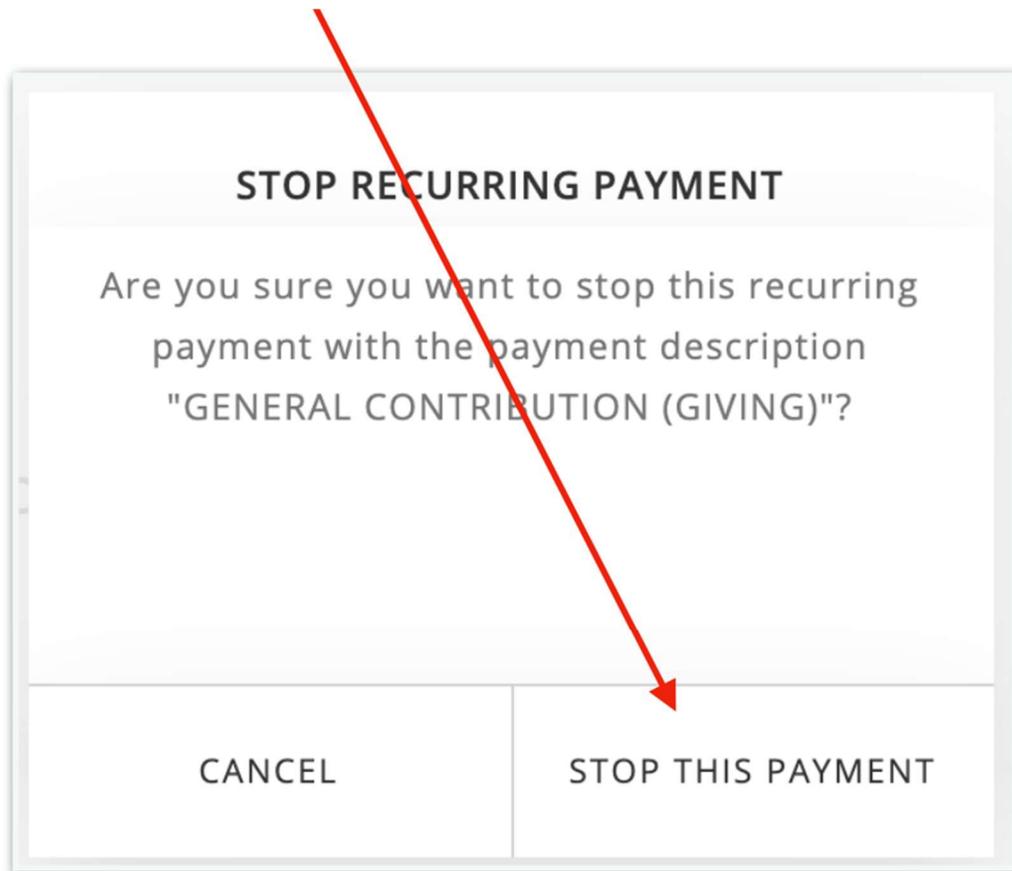
5. You should now see a list of your recurring donations. To cancel the donation click on the small trash can icon.



The screenshot shows the 'Scheduled giving and payments' section. A red arrow points to the trash can icon in the bottom right corner of the donation entry card. The card displays the amount '\$100.00', the fund name 'Monthly to GENERAL CONTRIBUTION (GIVING)', and the bank account information 'Bank Account ending in 8739'. Below the card, the status is 'Active', it starts on '1/16/2021', and the next payment is on '1/16/2021'.

Canceling Your Recurring Gift On Clover Giving

6. A box will pop up asking you to confirm your selection to STOP RECURRING PAYMENT. Select STOP THIS PAYMENT.



7. You have now successfully canceled your recurring gift using Clover Give!

8. If you have not already, please set up your recurring gift using our new online giving provider, Dime Giving.

<https://app.dimegiving.com/hamilton-baptist-church>

If you have any questions or need further assistance, please call Erin Rickards at 540-338-7979.