

## To Change an Existing Giving Schedule:

1. Go To [Floris Online Giving](#)
2. Enter your login information.
3. Select the "Schedules" tab along the top, next to the "History" tab.
4. Select the schedule you want to change by clicking on its "name" in blue.
5. **If you would like to change the dates or frequency of your schedule-** click on blue "edit this schedule" on the right hand side, to the right of the start date. Change the frequency or dates and click "save" in the bottom left hand corner. You will be directed back to the schedule detail, you can click the "back" button in the upper left hand corner to return to your list of schedules.
6. **If you would like to change the funds you give to-** click on the blue "edit" button in the middle of the page to the right of "Where to Give." Change the fund(s) and click "save" in the bottom left hand corner. You will be directed back to the schedule detail, you can click the "back" button in the upper left hand corner to return to your list of schedules.
7. **If you would like to change your payment information-** click on the blue "edit" button on the right hand side to the right of "Payment Information." Enter your payment information and click "save" in the bottom left hand corner. You will be directed back to the schedule detail, you can click the "back" button in the upper left hand corner to return to your list of schedules. *\*Please note- to change anything about your payment information, you must re-enter all of your payment information. For security purposes, Floris UMC does not store your banking or credit card information.*
8. **If you would like to temporarily pause the schedule-** in the upper right hand corner click "pause this schedule." Then in the upper left hand corner click "back." You will be directed back to the "schedules" tab where your schedule will appear on your list of schedules with a pause button on the right hand side- indicating it is paused. To resume the schedule, follow the same steps and select "resume processing" instead of "pause this schedule."
9. **If you would like to stop the schedule-** in the bottom left hand corner click "delete this schedule" then "ok." You will be directed back to the "schedules" tab where your schedule will no longer appear on your list of schedules.