

To Cancel Recurring PushPay Gifts

1. Go to pushpay.com
2. Click "Login" on the top right of the screen
3. Follow the login procedure that you normally use (password, texted code, etc.)
4. You should now see your account page. On the right-hand side, it will say "Recurring Gifts."
5. If you have a recurring gift to "Lighthouse", click on it (do not click "Edit", click on the word "Lighthouse").
6. This will bring you to a page detailing that recurring gift.
7. You should see a button labeled "Cancel" near the top right-hand side of the detail box.
8. Click that, then confirm.
9. Done.

To Set Up a New Gift with SubSplash

1. Go to freedomlifeny.com
2. Click the GIVING tab near the top right-hand side of the page
3. When you see "Your generosity makes a difference", click on the "Give Online" button
4. Enter the dollar amount that you want to give
5. Enter the frequency of your donation. You can give a One-Time gift, or a recurring gift with several options for how often that recurring gift happens. Select frequency by sliding the bar and clicking on whichever you prefer. Bi-weekly is a common option for people who get paychecks on a bi-weekly basis.
6. After you click "Next", you'll be taken to a sign up and log in screen. Select how you want to sign in, whether using your email or Facebook account.
7. The next page will say "Welcome Back". If it's your first time, you'll need to click "Sign Up" on the top right in order to create an account.
8. After entering your information, you will get a confirmation email that you'll need to open to confirm your new account.
9. The next step is to link a bank account or credit/debit card.
10. Once that's done, you can complete your donation. If you chose to make a recurring gift, the gift will continue automatically until you cancel it at a later time.