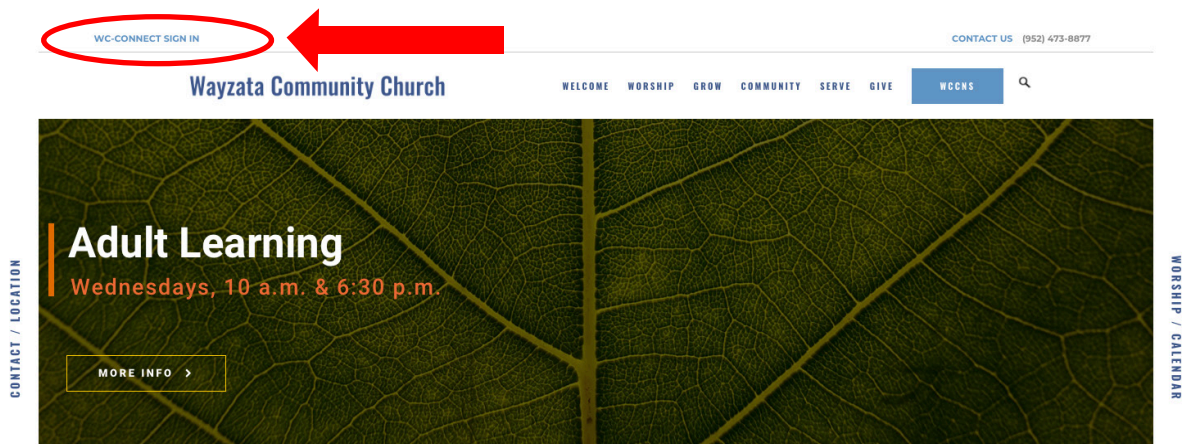# HOW TO SET UP OR CHANGE/CANCEL A REPEATING GIFT

NOTE: You cannot "change" a repeating gift.

You must cancel it and enter a new repeating gift.
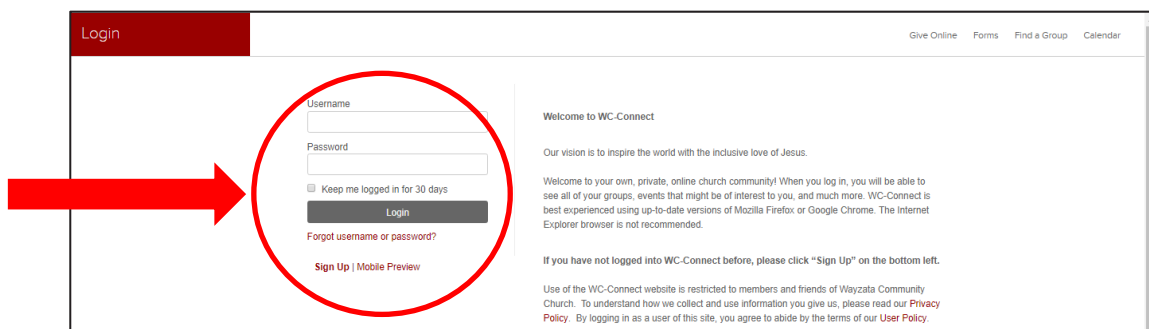
Questions? Please contact the church office at (952) 473-8877.

HOW TO LOGON TO WC-CONNECT

1. **Go to the church website (WayzataCommunityChurch.org)**
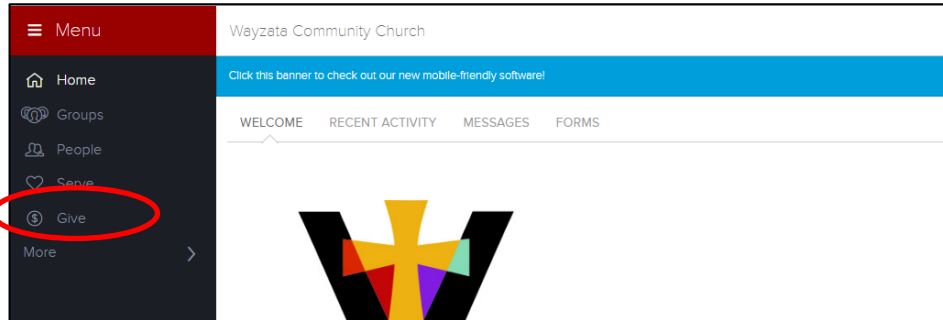
2. **Select "WC-Connect Sign In" on the top left**

3. **Logon to WC-Connect. If you have never signed in before, select "Sign Up" on the bottom left. You can also select "Forgot username or password" or call the WCC office to help you sign in.**
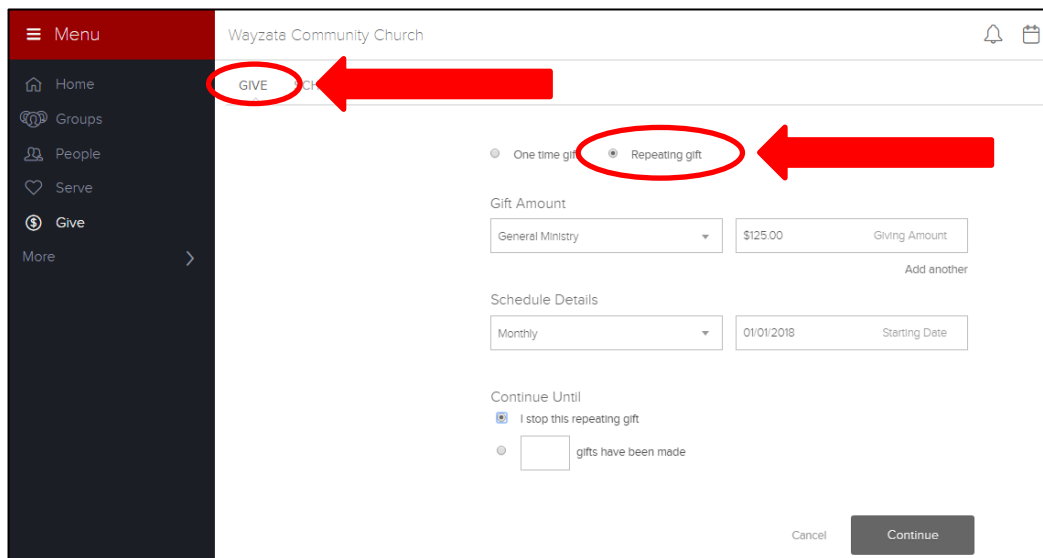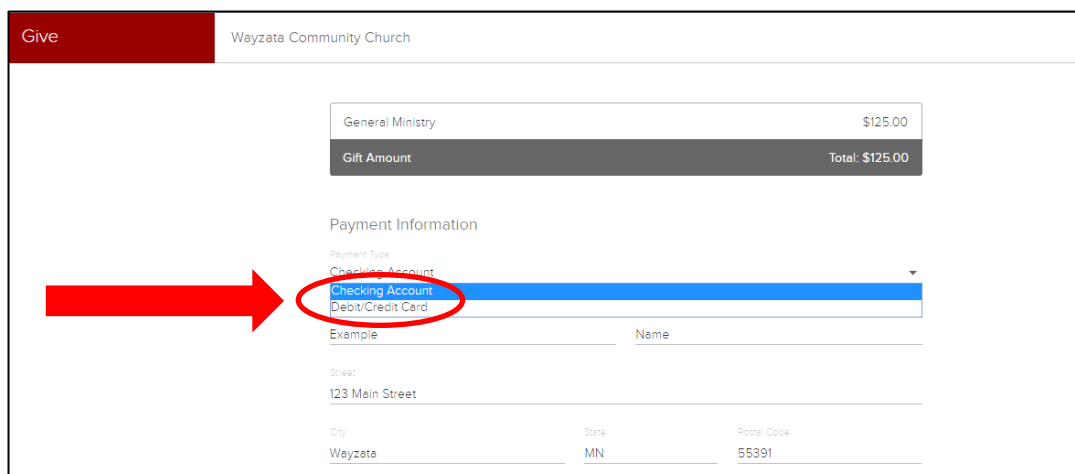
HOW TO SET UP A NEW REPEATING GIFT

1. **After you log on to WC-Connect, select "$ Give" on the left side menu**

2. **Select the "Give" tab on the top, then select "Repeating Gift" and "General Ministry".**
    Note: the amount you enter will be what is withdrawn each period (e.g. if you enter "$100" and "Monthly", it will withdraw $100 per month). Then enter the start date, then select "Continue"
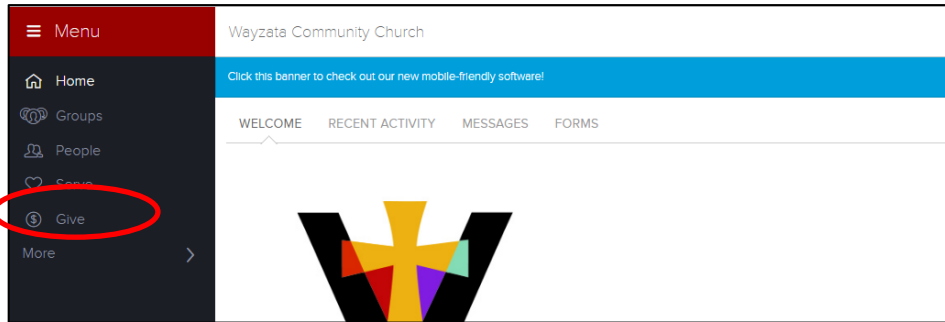

3. **Under "Payment Information", if you click on "Checking Account" you will be given the option to select "Checking Account" or "Debit/Credit Card". Fill in your account information, then select "Continue"**
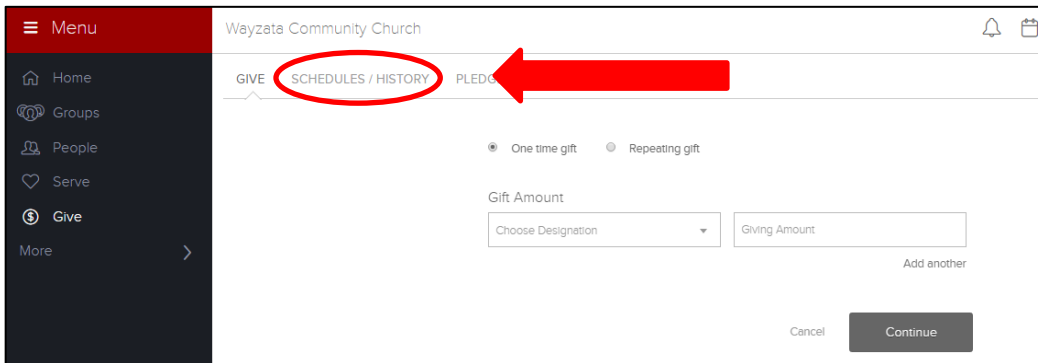
HOW TO CANCEL/CHANGE A REPEATING GIFT

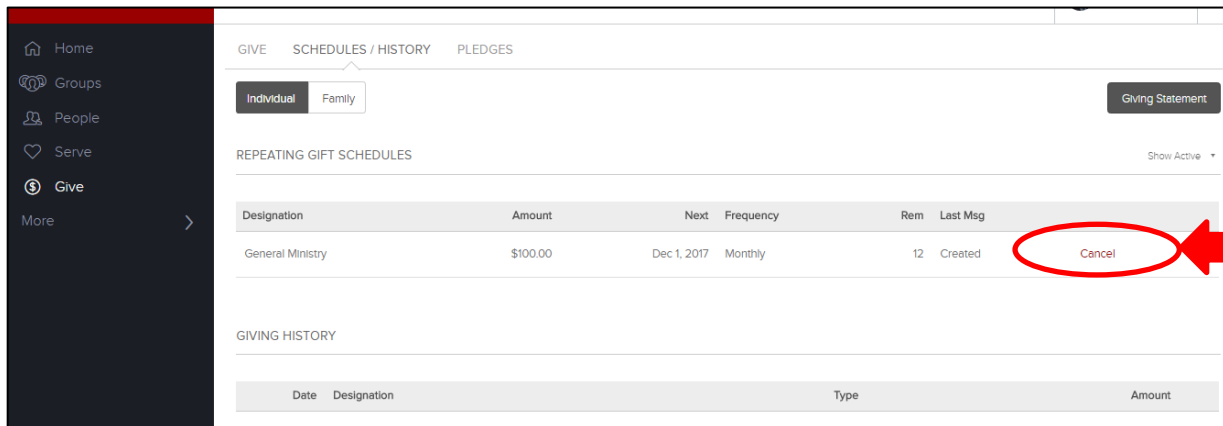**NOTE: You cannot "change" a repeating gift. You must cancel it and enter a new repeating gift.**

1. After you sign in to WC-Connect, select **"$ Give"** on the left side menu
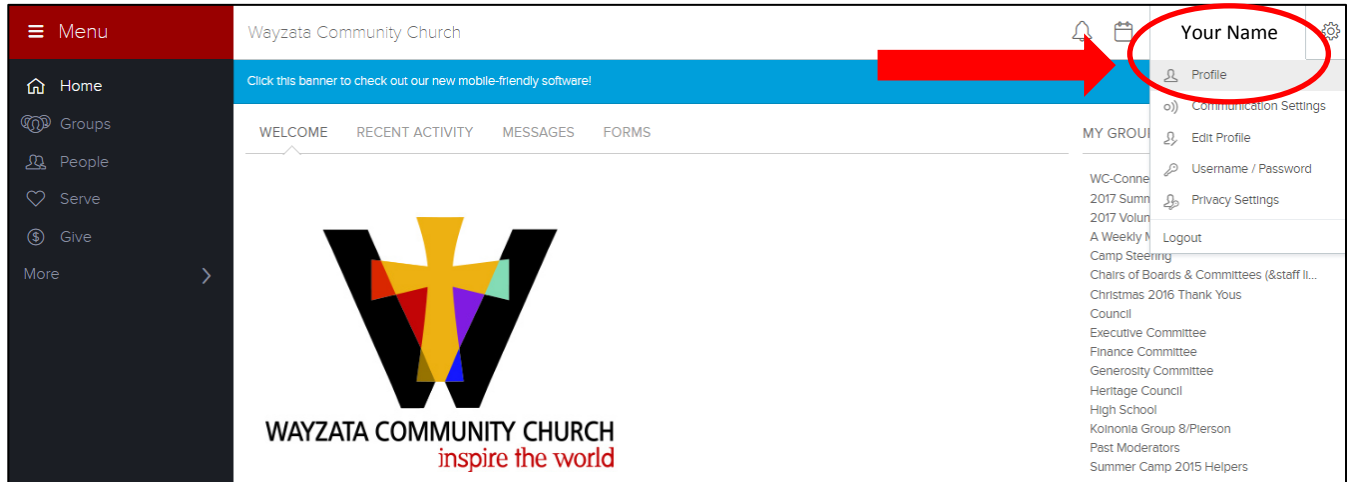

2. On the top menu, select "SCHEDULES/HISTORY"

3. Select "Cancel" on the repeating gift you want to cancel
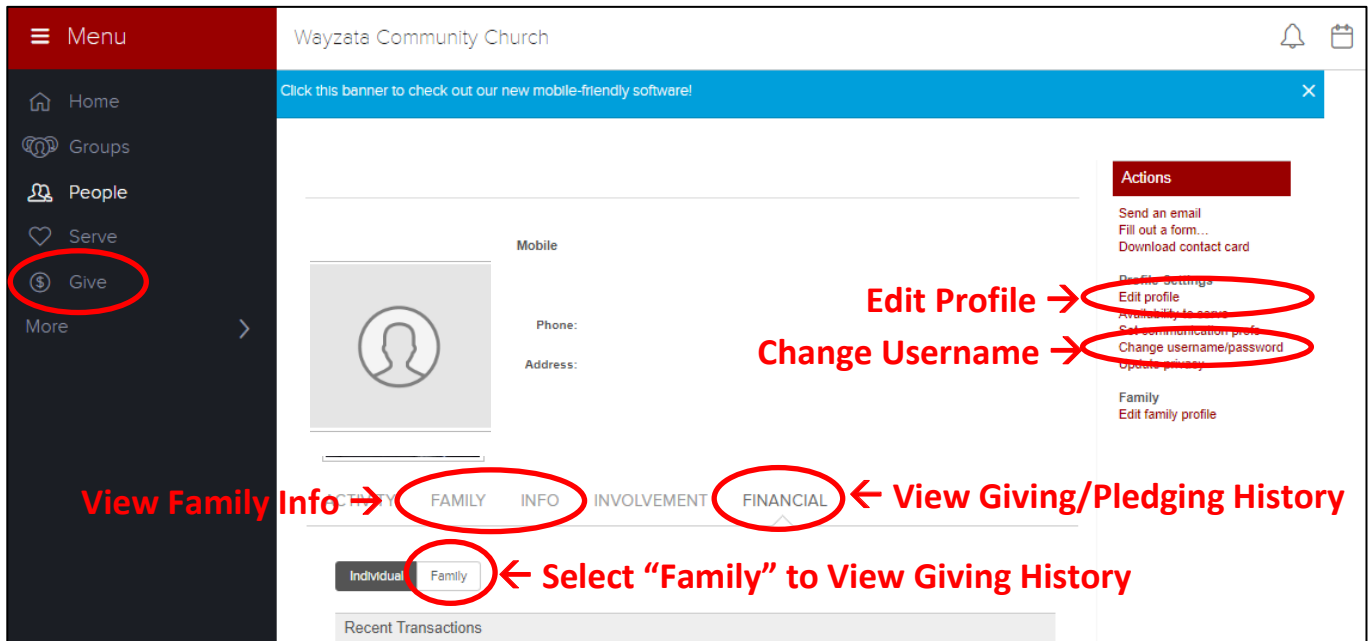

4. Set up a new repeating gift (follow instructions on prior page)

HOW TO VIEW AND UPDATE YOUR PROFILE OR USERNAME
AND VIEW YOUR GIVING HISTORY

1. **After you sign in to WC-Connect, select Your Name in the top right.**
   Then a drop down menu will appear, and select "Profile"

2. **When you view your profile, you can also:**
   - **Edit your profile (address, phone, email)**
   - **Change your username or password**
   - **View your giving/pledging history**
   - **You can also select "$ Give" on the left menu, and view more detailed giving and pledging history**

3. **Questions? Please contact the church office at (952) 473-8877.**