

# ACCESSING MY ACCOUNT & PROFILE

## 1. LOGGING IN TO YOUR PROFILE

You can log in to your profile to update payment methods or recurring payments, view your donation history, access tax statements, and set communication preferences

### **A. Navigate to our online giving platform (www.heightschurch.churchcenter.com) and click “login”**

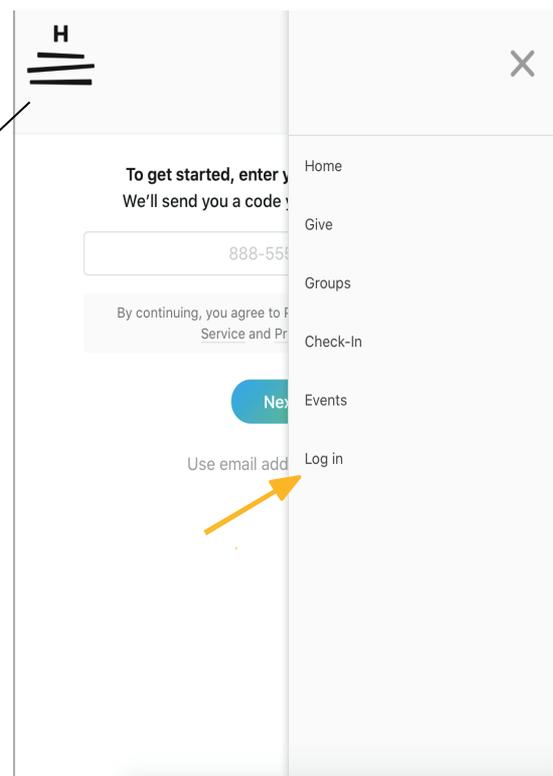
The login feature can be found in the upper-righthand corner or in the dropdown menu

To log in, you will be asked to enter your email address/phone number and a single-use verification code will be sent to you. You don't need a password.

### **B. Enter your phone or email address and click “Next”**

### **C. Enter the verification code sent to your phone or email.**

### **D. Click “login”**



## 2. CHANGING OR ADDING A CARD

If you've saved a payment method in the past, you can log in to give using your previous payment methods or add/remove payment methods from your profile.

**A. In the dropdown or side menu, select Profile.**

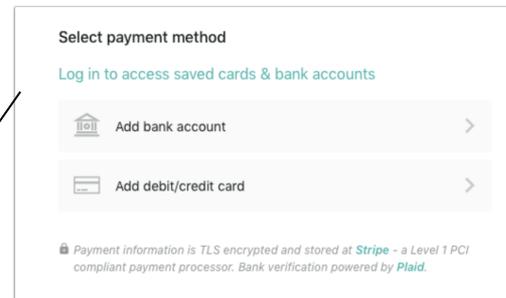
**B. Select My Giving.**

**C. Scroll down until you see payment methods.**

**D. Click Add Payment Method.**

**Select Add debit/credit card and fill out the requested information.**

To edit a current payment method, you will have to add a payment method and delete the old payment. You cannot simply edit a current payment method.



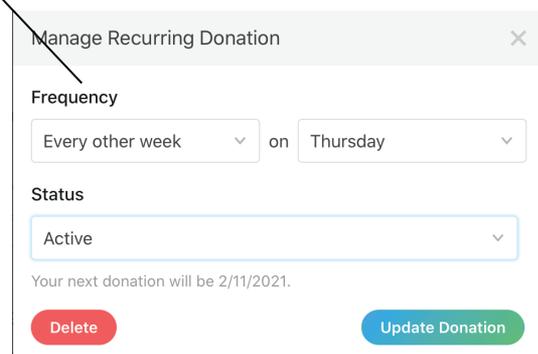
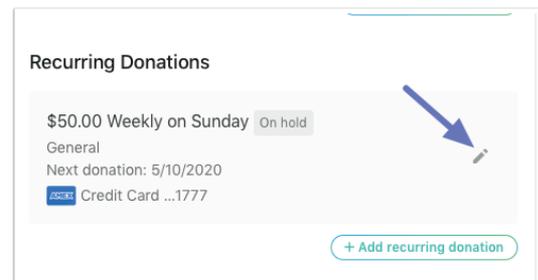
## 3. CHANGING OR EDITING YOUR RECURRING GIVING

**A. In the dropdown or side menu, select Profile.**

**B. Select My Giving**

**C. Scroll down until you see Recurring Donations and select the pencil icon**

Here you will be able to change or cancel your recurring giving.



## **4. VIEWING YOUR DONATION HISTORY AND TAX STATEMENTS**

**A. Navigate to your profile and click My Giving**

**B. Scroll down to find the section titled Donation History.**

This is where you can view all of your previous gifts and donations.

## **5. SETTING YOUR NOTIFICATION PREFERENCES**

**A. Navigate to your profile and click My Giving**

**B. Scroll down to find the section titled Notifications**

This is where you can set your communication preferences