

How to change an online giving recurring charge?

NOTE: There isn't a way to edit an existing recurring charge. You have to delete it and then re-create it.

Steps:	Graphic Representations:
<ol style="list-style-type: none">1. Open a browser and navigate to https://zionconcord.churchtrac.com2. Enter in your e-mail address and your password for your Churchtrac account. If you do not have an account, look at the instructions later in this document.	
<ol style="list-style-type: none">3. Click on the three lines in the upper right hand corner of the page and select Online Giving.	

4. Click on the gear icon located near the lower portion of the form, near the Choose a Payment Source.



Thank you for supporting the ministry of Zion Lutheran Church and Zion-Concord Lutheran School!

I want to Give:

0.00 USD

General Fund

Give Once

Repeat

Choose a Payment Source:



card ending in

(expires

x

Enter a New Payment Source

Help cover the card processing fee

5. On the right hand side of the screen, a list of your recurring giving charges will be shown. The information will show the frequency, date of the next charge, and the amount that will be charged.
6. Click on the "X" in the corresponding box that represents the recurring charge you wish to change. This will delete it.
7. Click on the "Yes, Cancel" button at the next screen.
8. Once you have canceled all of the charges you wish to change, click Close.

Recurring Giving

The entries below are automatically charged to your card or account on the specified schedule. To make a change, cancel the item and create a new recurring donation.

Repeats: Weekly

Next Charge: 03/27/2024

Amount: [redacted]



Repeats: Monthly

Next Charge: 04/07/2024

Amount: [redacted]



Cancel this Payment?



Are you sure you want to cancel this recurring donation/payment?

Yes, Cancel

Close

9. Recreate your recurring giving amount with the new values that you wish to use.



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Give Once Repeat

Choose a Payment Source:

Enter a New Payment Source

Help cover the card processing fee