

To edit a payment method from the Pushpay phone app:

1. Open the App
2. Enter passcode / use Touch ID
3. Navigate to Menu in the bottom right corner.
4. Select Payment Methods.
5. Click on payment method you wish to update or select Add at the top right to add a new payment method.
6. Follow the prompts to update or add a new payment method.
7. You should receive a confirmation email indicating that your changes have been accepted.

To edit a recurring payment schedule from your dashboard:

1. Login to your Pushpay account at pushpay.com/login.
2. On the left side of your screen, click on Payment Methods.
3. Click on the payment method you wish to update or click Add Payment Method at the top right of your screen to add a new method.
4. Follow the prompts to update or add payment information.
5. Click Update or Add at the bottom of the screen to save your information.
6. You should receive an email indicating that your changes have been accepted.