

Instructions on how to delete current recurring giving profile:

1. Click on this [link](#)
2. Sign in and click on “Edit Current Giving Schedules”
3. Click on “Delete Profile” for each profile you have set up
4. You should see a message that says, “You do not have an active giving profile” once you have deleted your profile(s)
5. Email giving@lifepoint.org to let our bookkeeper know that you have deleted your profile and she will confirm that your profile(s) have been deleted

Instructions on how to create new **recurring giving profile**:

1. Go to lifepoint.org/give
2. Click on the “\$0” and enter the amount you would like to give for your recurring gift (only whole dollar amounts)
3. Click on “General Fund” to select the fund you want to give your recurring gift to (if you would like to give to more than one fund, you will have to create another recurring giving profile)
4. Click on the “Recurring” drop down box to select how often you would like your recurring gift to come out of your account
5. A Start Date box will pop up – select the date you would like your recurring gift to start
6. Click “Continue”
7. Enter personal info (first & last name, email address, and select your campus) – click “Continue”
8. Enter your credit card or bank info – click “Continue”
9. At this point you are done setting up your profile, but there will be an option at the bottom of the screen to give the amount you set up immediately. **Only click the “Give \$xxx” at the bottom of the page if you want to give that amount immediately**
10. Email giving@lifepoint.org if you have any questions