

To ADD/ CHANGE a Payment Method (Credit Card or Bank Draft)

1. GO to OSV - <https://www.osvhub.com/sjfay/funds>
2. Sign in - Using your email address and password.
3. IN the top (purple) ribbon click on the **'MY GIFTS'** tab
4. In the **"Upcoming Gifts"** row. Click the **three vertical dots** at the end of the row of the gift(s) you want to change.
5. Click **"Update Gift"**
6. Click the dropdown arrow on the **"Payment Method"** line.
7. Click **"Add New Payment Method"**
8. Complete the requested information.
9. Click the Green **"Update"** box.

Refresh your screen and verify in "My Gifts" the change is correct. If it is as you wish, then you are done.

If this doesn't make sense feel free to call me (479-799-4997) while you are 'online' and I'll walk you through.

Or if you prefer, you can also call the OSV Help desk at 800-348-2886. You will talk with 'Online Giving - Technical support' as a current donor.

AND, Thank you for your support of the ministry and mission of St. Joseph.

To MODIFY or STOP an Automatic Gift:

1. GO to OSV - <https://www.osvhub.com/sjfay/funds>
2. Sign in - Using your email address and password.
3. IN the top (purple) ribbon click on the **'MY GIFTS'** tab,
4. Click the dropdown arrow for **"Upcoming Gifts"** and you will see ALL upcoming gifts
5. Click the three vertical dots at the end of the row of the gift(s) you want to change.
6. Choose what you want to do: **"Update Gift"**, **"Pause Gift"** or **"Cancel Gift"**
7. Complete/ update the requested information.
9. Click the Green **"Update"** box.

Refresh your screen and verify in "My Gifts" the change is correct. If it is as you wish, then you are done.

If this doesn't make sense feel free to call me (479-799-4997) while you are 'online' and I'll walk you through.

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AND, Thank you for your support of the ministry and mission of St. Joseph.

To UPDATE your PROFILE (Name, Email, Phone, Address, or Password)

1. GO to OSV - <https://www.osvhub.com/sifay/funds>
2. Sign in - Using your email address and password.
3. IN the top (purple) ribbon click on the **'MY ACCOUNT'** tab,
4. You will see your current Profile. Click the **three vertical dots** in the upper right of that box and select the option you want to change.
5. Complete the requested information.
6. Click the Green **"Update"** box.

Refresh your screen and verify in "My Gifts" the change is correct. If it is as you wish, then you are done.

If this doesn't make sense feel free to call me (479-799-4997) while you are 'online' and I'll walk you through.

Or if you prefer, you can also call the OSV Help desk at 800-348-2886. You will talk with 'Online Giving - Technical support' as a current donor.

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