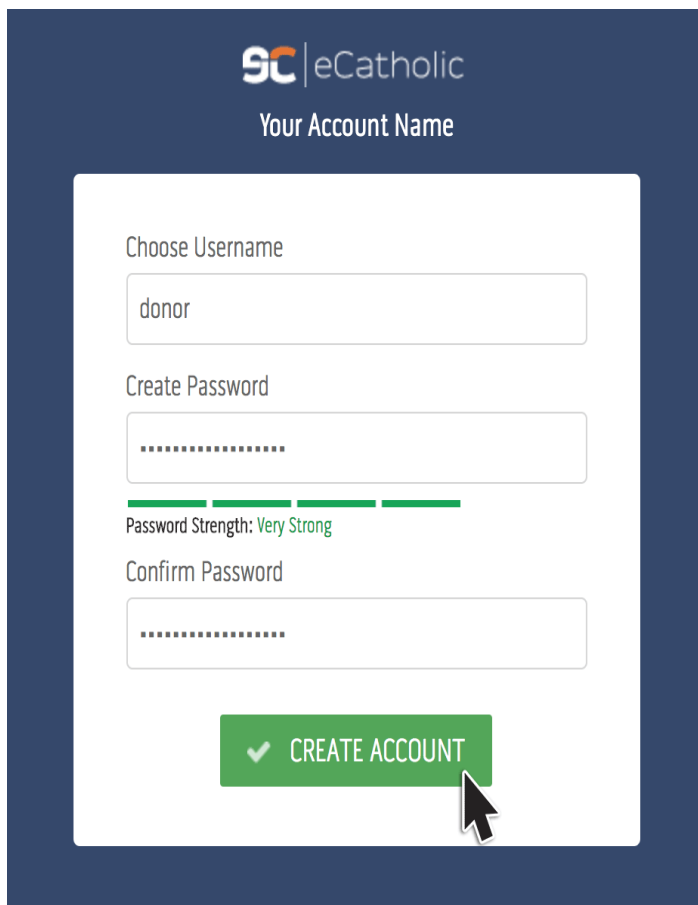Here's a breakdown of how Donor Self-Management works with your eCatholic Payments account:

<div style="background:#E8772E; color:white; text-align:center;">1</div>

Donor receives account creation email

After your monthly recurring account is established, your eCatholic Payments account will automatically generate a "Create Your Account" email via which donors can set up their account.

In the email, donors will be directed to a unique page on which they can choose a username and create a password for their account (pictured below).

NOTE: Once an account has been created, a donor can go to **stcolumbkille.org/payments** at any time to log in to their account and manage their recurring transaction(s).

(e.g., If your domain is *corpuschristi.org*, your donors will go to *corpuschristi.org***/payments*** to log in.)

How donors manage donations

Once a donor has successfully logged in to their account, they will be able to complete the following actions in the **Donations** tab (pictured above).

- * Change the donation **amount** (site administrators can restrict a donor's ability to decrease the donation amount)

- * Change the donation **frequency** (e.g., monthly vs. weekly)

- * Change the donation **status** (e.g., pause or unpause a recurring transaction)

- **Cancel** recurring transaction altogether

- * Change **Payment Type** (e.g., from credit card to ACH)

- Change **Credit Card Number**

- Update **Credit Card Expiration Date**

- **Download** a PDF or CSV file of their transactions.

NOTE: If preferred, you can edit/disable the settings marked with (*) in your Payments Settings.

How donors manage account info

Donors can also click into the **Account Info** tab (pictured above) to edit the email address at which they receive notices of their payments, their mailing address, account password, and more.