

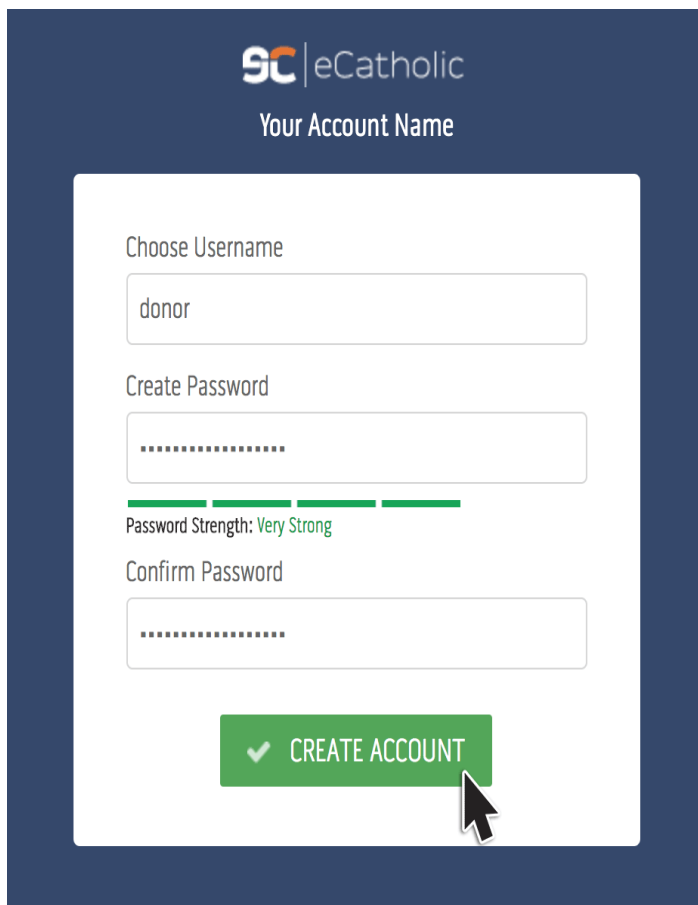
Here's a breakdown of how Donor Self-Management works with your eCatholic Payments account:

1

## 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).

A screenshot of a web form for creating an account. The form is set against a dark blue background. At the top, the 'SC | eCatholic' logo is displayed, followed by the text 'Your Account Name'. The form itself is a white box containing three input fields: 'Choose Username' with the text 'donor', 'Create Password' with masked characters, and 'Confirm Password' also with masked characters. Below the password fields is a green progress bar and the text 'Password Strength: Very Strong'. At the bottom of the form is a green button with a white checkmark icon and the text 'CREATE ACCOUNT'. A mouse cursor is pointing at the button.

**NOTE:** Once an account has been created, a donor can go to [stcolumbkille.org/payments](https://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.)

2

## How donors manage donations

The screenshot displays the 'Donations' tab of a donor's account. The 'Status' is 'ACTIVE'. The 'Amount' is set to '\$25.00'. The 'Frequency' is set to 'Monthly', with a mouse cursor hovering over the 'Weekly' option. The 'Status' is set to 'Active', with a 'Paused' option available. The 'Payment Method' is 'Credit', with a 'Check' option available. The 'Credit Card Number' is masked as 'xxxxxxxxxxxx0004'. The 'Expiration Date' is set to '10/2023'. Below these fields is a table of 'Transactions' with columns for Payment Date, Type, Status, Amount, Name, Method, and Account. The table shows four transactions, all of type 'CHARGE' and status 'Settled', for an amount of '\$75.00'. The transactions are dated 1/30/2018, 12/30/2017, 11/30/2017, and 10/30/2017. The interface also includes a 'Logout' link in the top right corner and 'CANCEL' and 'SAVE' buttons at the bottom.

Payment Date	Type	Status	Amount	Name	Method	Account
1/30/2018 12:11AM	CHARGE	Settled	\$75.00	Leslie Burrell	Credit	General Account
12/30/2017 12:12AM	CHARGE	Settled	\$75.00	Leslie Burrell	Credit	General Account
11/30/2017 12:09AM	CHARGE	Settled	\$75.00	Leslie Burrell	Credit	General Account
10/30/2017 12:10AM	CHARGE	Settled	\$75.00	Leslie Burrell	Credit	General Account

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

The screenshot shows the 'Account Info' page of the eCatholic website. The page has a dark blue header with the eCatholic logo and navigation tabs for 'Donations' and 'Account Info'. A mouse cursor is pointing at the 'Account Info' tab. The main content area is a white form with various input fields for donor information. The form is organized into three columns. The first column contains fields for First Name, Last Name, Email, and Phone. The second column contains fields for Address, City, State, and ZIP Code. The third column contains fields for Username, Password, and Confirm Password. The form is pre-filled with the following information: First Name: Leslie, Last Name: Burrell, Email: payments@eCatholic.com, Phone: 814-249-3375, Address: 1122 Collins Street, City: Punxsutawney, State: PA, ZIP Code: 15767, Username: donor2, Password: [masked], and Confirm Password: [empty]. A 'Logout' link is visible in the top right corner. At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE'.

First Name	Address	Username: donor2
Leslie	1122 Collins Street	Password
Last Name	City	*****
Burrell	Punxsutawney	Password Strength: Very Strong
Email	State	Confirm Password
payments@eCatholic.com	PA	
Phone	ZIP Code	Donor Since: 8/31/2017
814-249-3375	15767	

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.