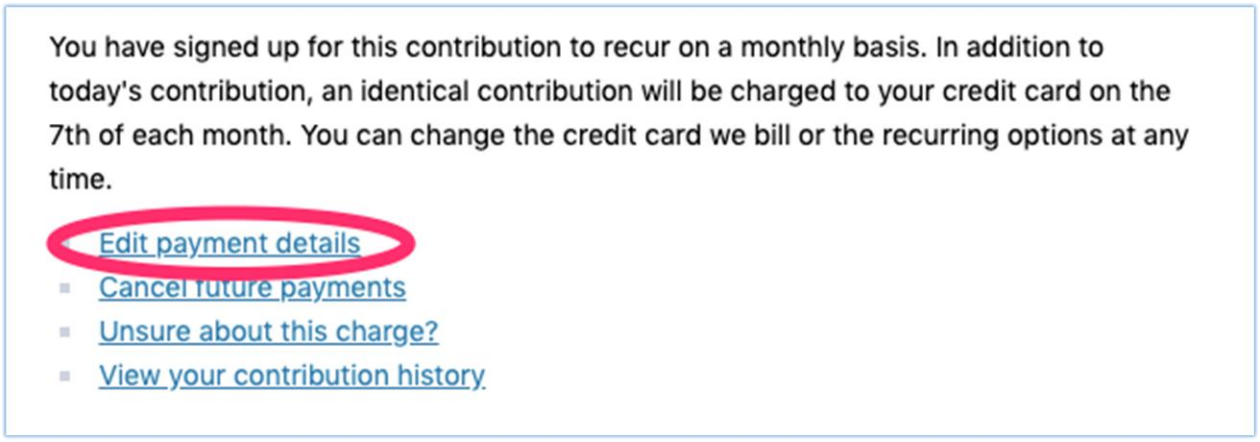
BLUE HORIZON DONORS

How to change the donation amount.

Start with your receipt!

Every month, Act Blue sends a receipt for your recurring contribution via email. The easiest way to change or cancel your recurring contribution is by clicking the **"Edit payment details"** link at the bottom of the receipt.



After clicking the link, you can **change the contribution amount** as well as other details, such as the CC information and duration of your contribution.

Add our email address to your address book to ensure your monthly receipt does not filter into your spam folder. You cannot change the recipient or process date of a recurring donation. If you'd like to change these factors, you can cancel the contribution and sign up for a new one that reflects your preferences.

If you cannot locate your monthly receipt, please contact the treasurer at treasurer@washcodems.org

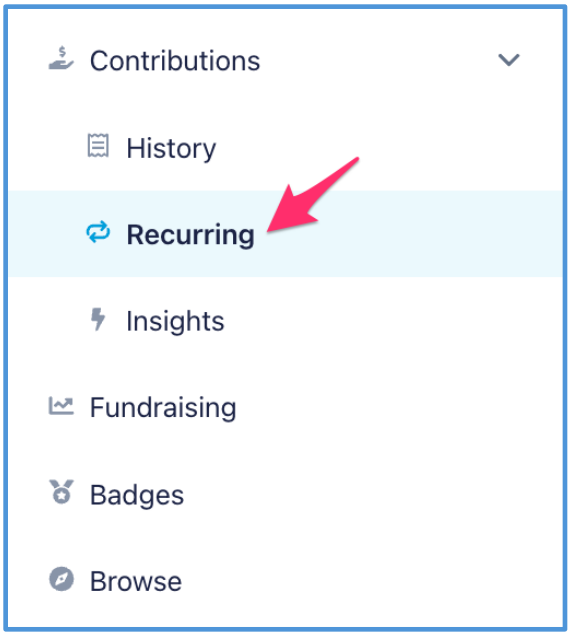
The material on the next page should be held in reserve in separate document. Lars

A recurring contribution made using an ActBlue Express account

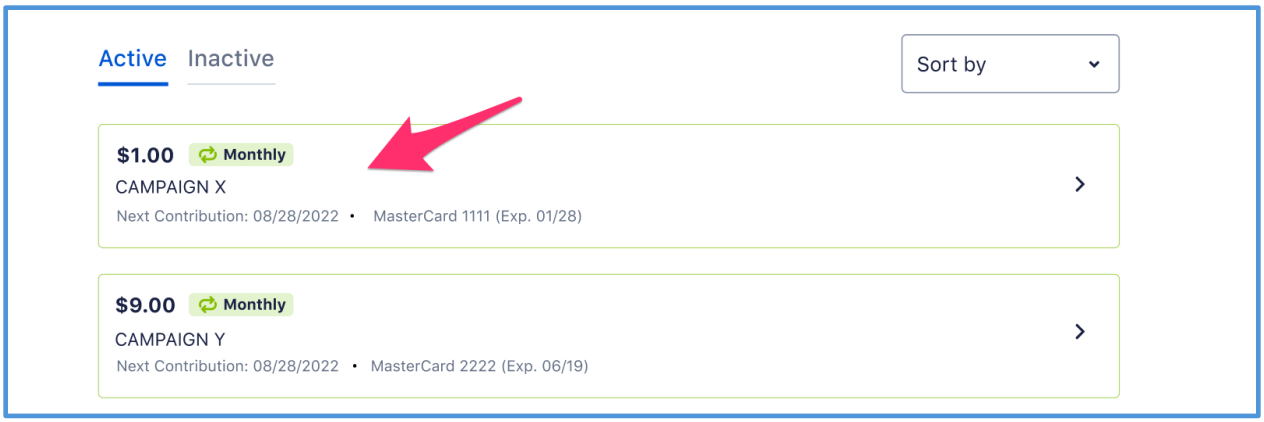
To update a recurring contribution, log in to your ActBlue Express account at https://secure.actblue.com/signin.

You can find your recurring contribution in your contribution history and change or cancel it there. ActBlue Express users can update the payment method used for a donation, change the number of months or weeks remaining, and edit the dollar amount of the recurring contribution.

Click on “Recurring” under “Contributions” in the left navigation bar.



Click on the recurring contribution you would like to change.



On a recurring contribution's Details page, you can view your current payment information and payment schedule.

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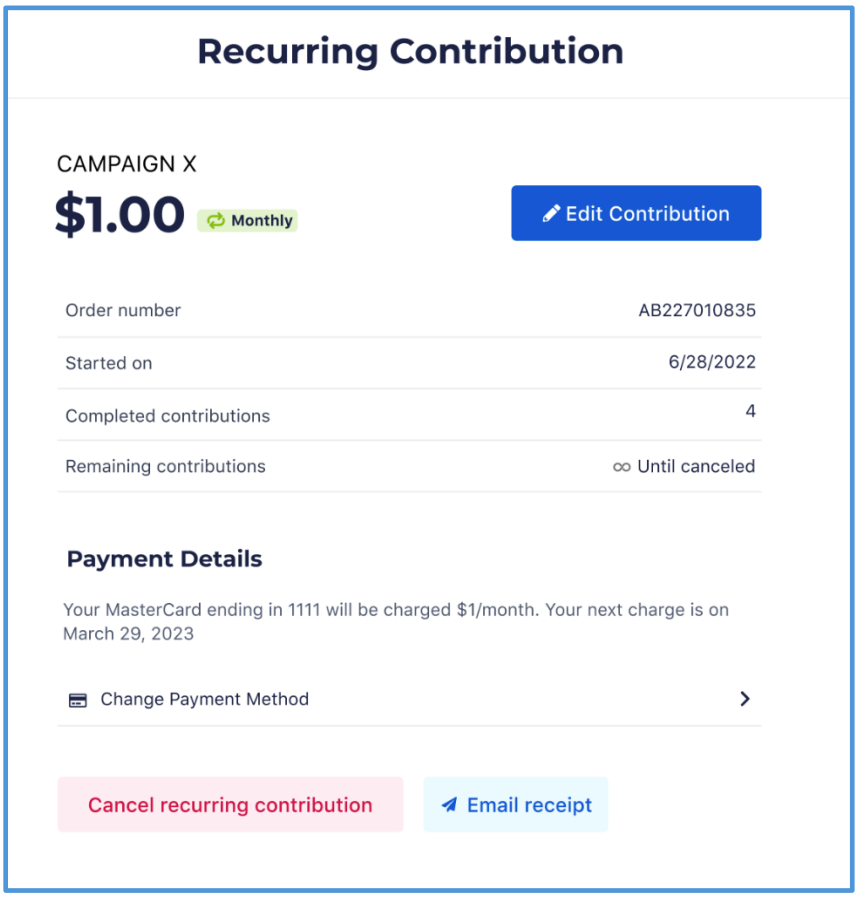
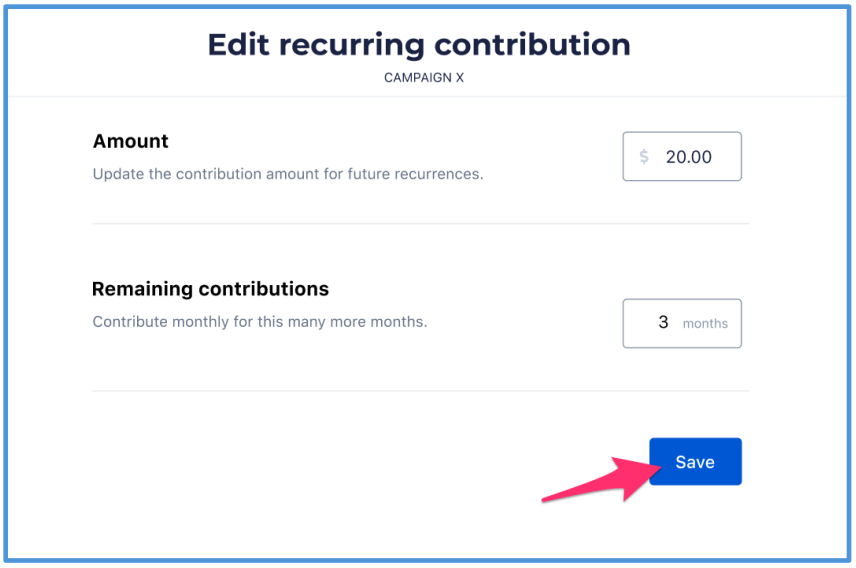


To the right of the contribution amount, there is an “Edit Contribution” button. Click on that to change the contribution amount or the number of months or weeks remaining. If you start your recurring contribution without specifying how long it will recur, this field will be blank.

Do not forget to click “Save” after making changes!