If you need to edit a recurring donor’s information such as updating their contact details or payment information, go into **Recurring Payments** and search for the donor and click **View Edit**.

Here, you can click one of the three buttons to resend their confirmation link, update their payment information and cancel their recurring donation. Scroll further down on the page to update their contact details, change the payment amount and payment date.
Edit Recurring Payment Details

Edit this subscriber’s information by filling out the fields below. To edit this subscriber’s payment information, click the button below.

Resend Confirmation Link  Edit Payment Information  Cancel Recurring Payment

Last Edited By
Gladia Castro

Last Edit Date  Time
01/29/2018  02:02 PM EST

Current Details

Recurring Payment Amount
$15.00

Last Successful Payments
11/16/2017

Recurring Payment Interval
Monthly

Number of Successful Payments
2

Name
Gladia Castro

Next Payment Date
12/16/2017

Email
gladiafctest@gmail.com

Payment Period
Ongoing

Campaign Title
donate

Current Credit Card on File
1111