

# MORAVIAN UNIVERSITY

## RaiseDonors Donor Portal

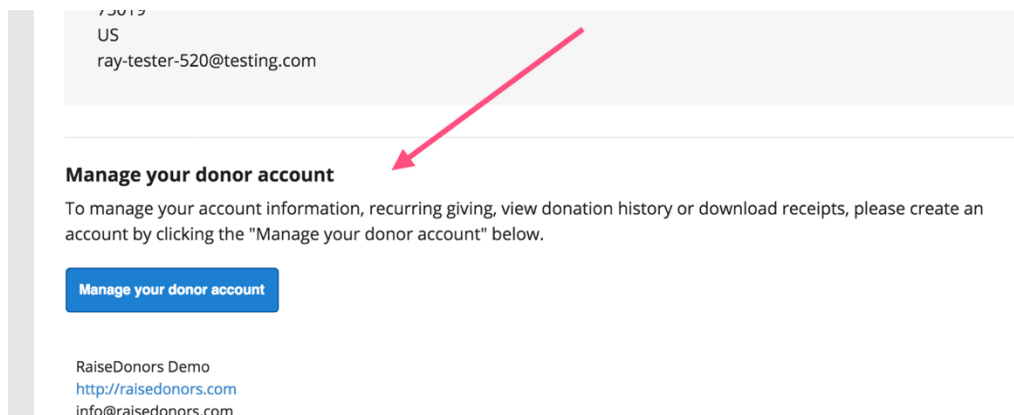
The Donor Portal serves as the access point for supporters to review and manage their donations and payment details on file. Donors can access their Donor Portal in a few different ways, detailed below.

Please note that *donors who wish to update their payment method on file for a recurring gift must make this change themselves via the portal*; Moravian staff will not have access to update stored payment method information.

## Automatic Invites for Donors to Register

At the bottom of every receipt and Thank You page is a link for donors to manage their donor portal. When the donor clicks that link, RaiseDonors will know (based on their email) if they've ever used the portal before.

- If this is their first time to the donor portal, they will be prompted to create a password.
- If they are returning, it will prompt them for their password (the donor can always reset their password if they've forgotten it).



## Manual Invites for Donors to Register

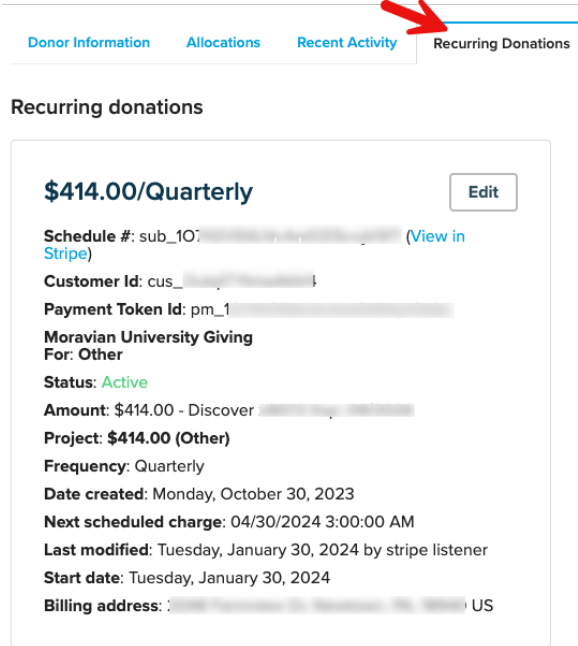
Moravian can manually generate an email to a donor from RaiseDonors inviting them to log in to the portal. If a donor calls and has never been to the portal or has forgotten how to access it, we can have RaiseDonors send an email inviting them to log in.

When a donor logs in to the portal, they will be able to:

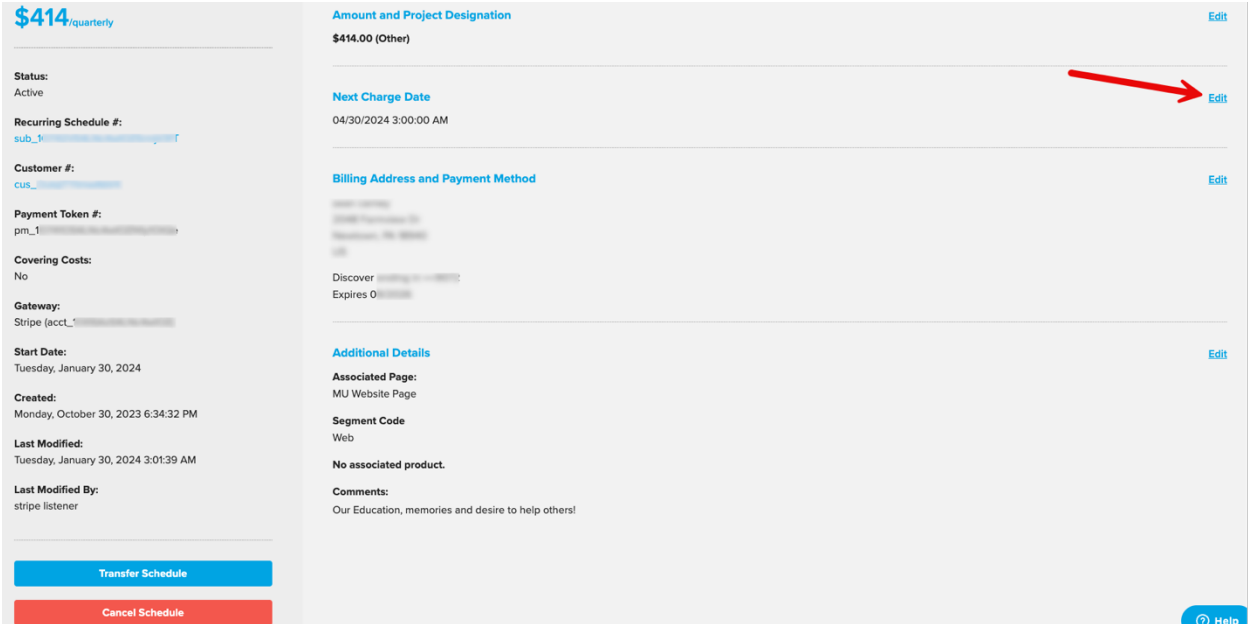
- View and modify their contact information.
- View their giving history.
- Modify and view their recurring schedules.
- Receive custom content from Moravian.
- Submit a message that goes directly to Moravian.

# How to View and Modify Your Recurring Gift Schedule

Once logged into the donor portal, simply choose Recurring Donations in the toolbar. If you have a current schedule, you will see the details on this screen.



To make any changes to your recurring gift schedule, click the edit button and you will be taken to the screen where you can update or cancel your recurring gift. You can modify your schedule by choosing to edit Next Charge Date.



On this screen you can choose the frequency of your recurring gift; weekly, every other week, monthly, quarterly, biannually, or annually. You can also change your next charge date which will change your scheduled charge dates moving forward.

« Back to edit options

### Edit next charge date

- Weekly (every 7 days)
- Every other week (every 14 days)
- Monthly
- ✓ Quarterly
- Biannually (twice a year)
- Annually

**Next charge date**

04/30/2024

Updates will **immediately change** the next future charge date.  
No past transactions will be impacted.

**Save** **Cancel Changes**