

# Can I view my monthly gift or account information online?

Atlanta Mission has now set up the service center than enables you to update your month gift online as well as change email preferences and mailing information.

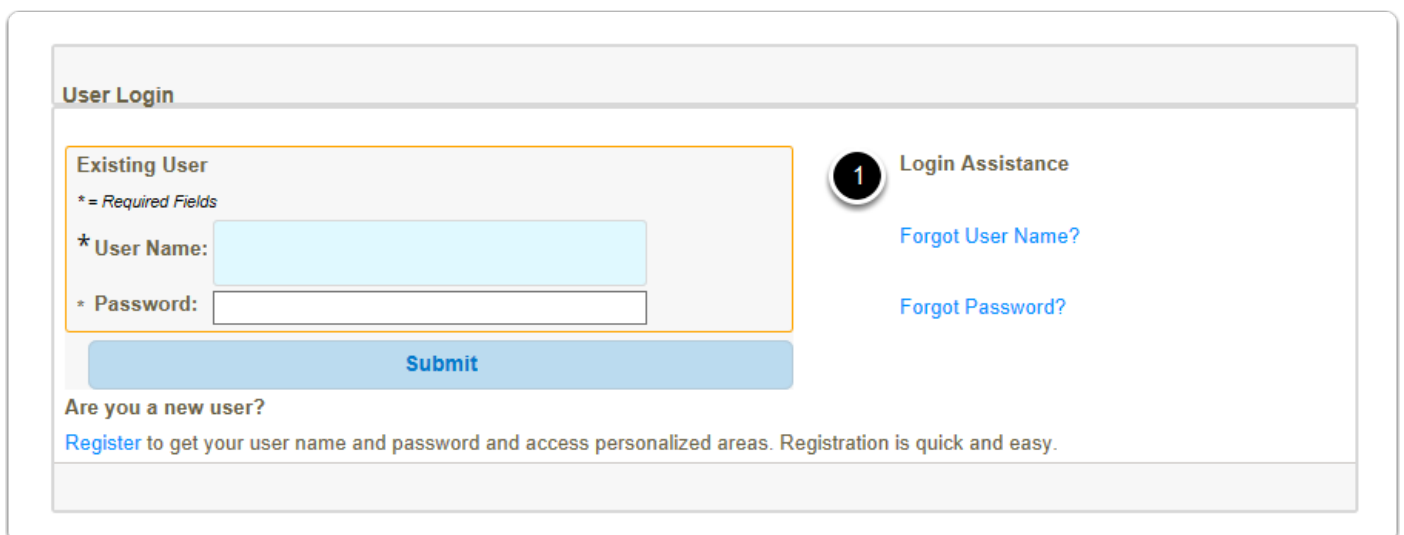
Login to this Link - [Atlanta Mission Service Center](#)

## Login to Atlanta Mission Service Center

URL to our secure site is <http://www.atlantamission.org/servicecenter>

1. For Login Assistance, you can click Forgot User Name? or Forgot Password? to have this information emailed to you.

If your user name is not your email address, we recommend changing it to something memorable in Personal Profile.



The screenshot shows the 'User Login' interface. It features a header 'User Login' and a main content area. On the left, under 'Existing User', there are two required fields: 'User Name' and 'Password', each with a light blue input box. A blue 'Submit' button is positioned below these fields. To the right, under 'Login Assistance', there are two links: 'Forgot User Name?' and 'Forgot Password?'. A circled '1' icon is placed to the left of the 'Login Assistance' heading. At the bottom, a section titled 'Are you a new user?' includes a blue 'Register' link and the text 'to get your user name and password and access personalized areas. Registration is quick and easy.'

# To Change my Credit Card number Click on Service Center

On this screen you will be able to view the amount of your monthly gift, the date of your next gift, gift history, as well as edit your monthly credit card.

1. Amount and Next Gift Date

2. Last Gift Date as well as History of Gifts

3. Payment Method - select Edit to update your credit card information. *Please note that we will perform a pre-authorization for a small amount when you change your billing information.*

The screenshot shows a user interface for a 'Service Center'. At the top, there are navigation links: 'Personal Profile', 'Email Preferences', and 'Service Center'. Below this is a welcome message: 'Welcome to your Gift Service Center! You can view information about your gift and make adjustments to payment information if necessary. We appreciate your continuing support of our organization. When you change your billing information, we will perform a pre-authorization for a small amount, such as \$1.00. This authorization may show up on your next billing statement.'

The main content area is titled 'Donate Monthly' and 'Active Gift Processing'. It is divided into two columns. The left column is titled 'Payment' and contains the following information: 'Amount: 30.00 USD / Month' (with a circled '1' next to it), 'Next Payment: 12/21/2015', and 'Previous Payment: 11/21/2015'. Below the previous payment date is a link 'View Payment History' with a circled '2' next to it. The right column is titled 'Payment Method [ edit ]' (with a circled '3' next to it) and contains the following information: 'Credit Card', '\*\*\*\*\*', 'Exp: \*\*\*\*\*', 'Heather', and 'Billing Address'.

# To Change Email Preferences click on Email Preferences Link

You can customize which email messages you will receive in the Email Preferences link.

1. Change your email preferences will do a opt out of all emails
2. Select the topics you are interested in will enable you to pick and chose which types of emails you will receive

[Personal Profile](#) | **Email Preferences** | [Service Center](#)

## EMAIL PREFERENCES

We currently send emails to heathernwebster@gmail.com as HTML.

**1** [Change your email preferences](#)

### CUSTOMIZE THE EMAIL YOU RECEIVE

- ✔ YES, send email about Financial Gifts
- ✔ YES, send email about General
- ✔ YES, send email about Getting Involved
- ✔ YES, send email about Road Race
- ✔ YES, send email about Urgent Needs
- ✔ YES, send email about e-Newsletter

**2** [Select the topics you are interested in](#)

# To Change my Mailing Address or Reset my Password

In Personal Profile you have the ability to view your mailing address, reset your password, as well as change your User Name.

1. Edit Your Profile will take you to a screen where you can edit your information
2. Change/Reset Password will enable you to reset your password

**Personal Profile** | [Email Preferences](#) | [Service Center](#)

**1** [Edit Your Profile](#) [Change/Reset Password](#) **2**

**BIOGRAPHICAL INFORMATION**

<b>NAME:</b>	<b>First Name:</b> Heather	<b>Last Name:</b> [Redacted]	<b>Suffix:</b>
<b>User Name:</b> [Redacted]			

**EMAIL**

**Email:** [Redacted]

**ADDRESS**

**ADDRESS:**

<b>Street 1:</b>	[Redacted]
<b>Street 2:</b>	[Redacted]
<b>City:</b>	[Redacted]
<b>State/Province:</b>	[Redacted]
<b>ZIP/Postal Code:</b>	[Redacted]

**Accept Mail:**  Yes

**PHONE**

**Phone:** [Redacted]

**SUSTAINED GIVING INFORMATION**

**Status:** Current Sustaining Donor