



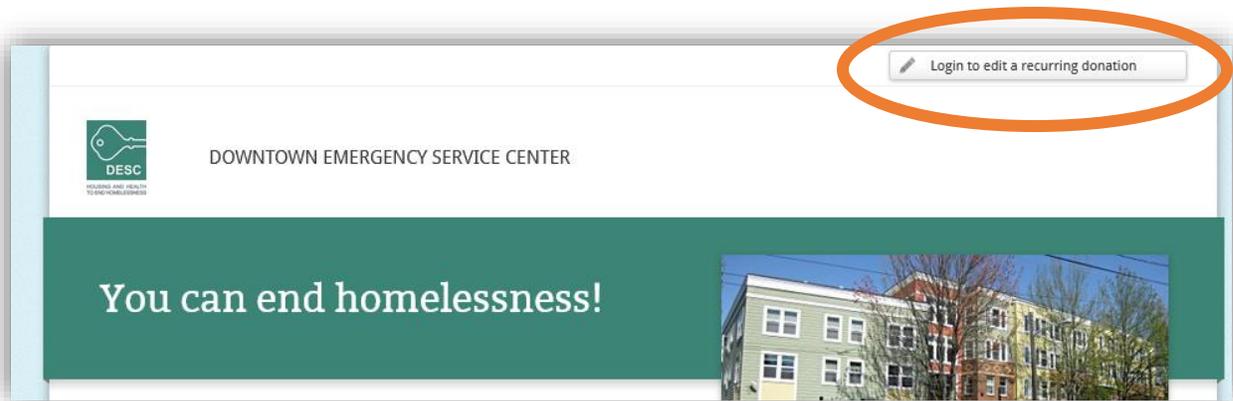
HOUSING AND HEALTH  
TO END HOMELESSNESS

# How to Transfer a Recurring Gift in Network for Good to Soapbox Engage

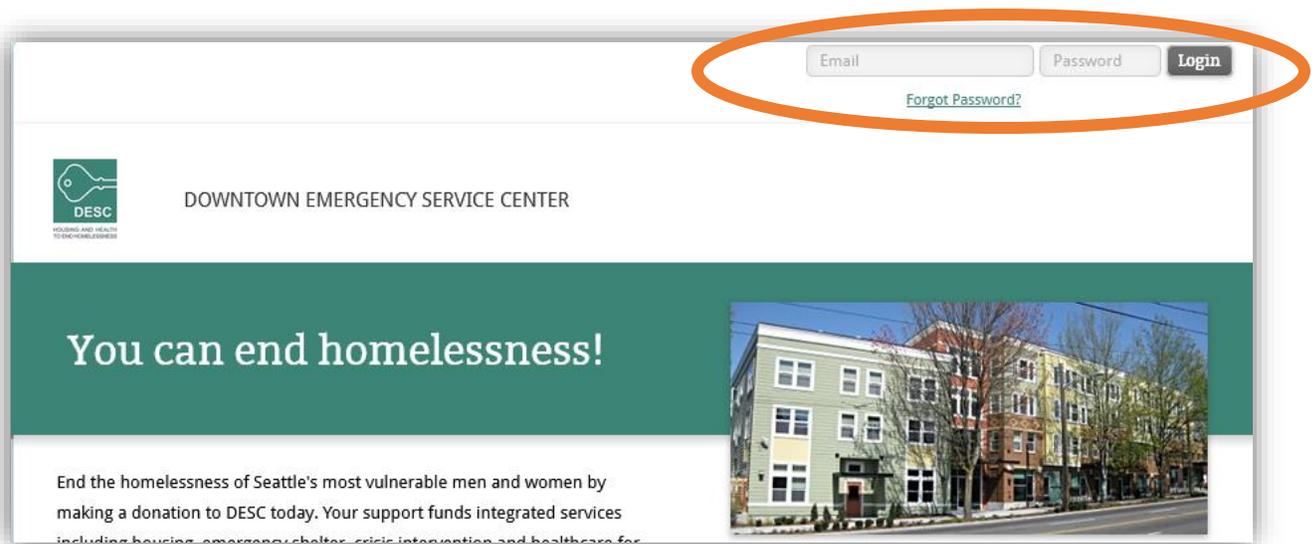
On March 5, 2020, all recurring gifts that are processed through Network for Good will be cancelled. If you'd like to cancel your recurring gift before then in order to set up a recurring gift on the new platform, here's how you can.

## Canceling Your Network for Good Gift

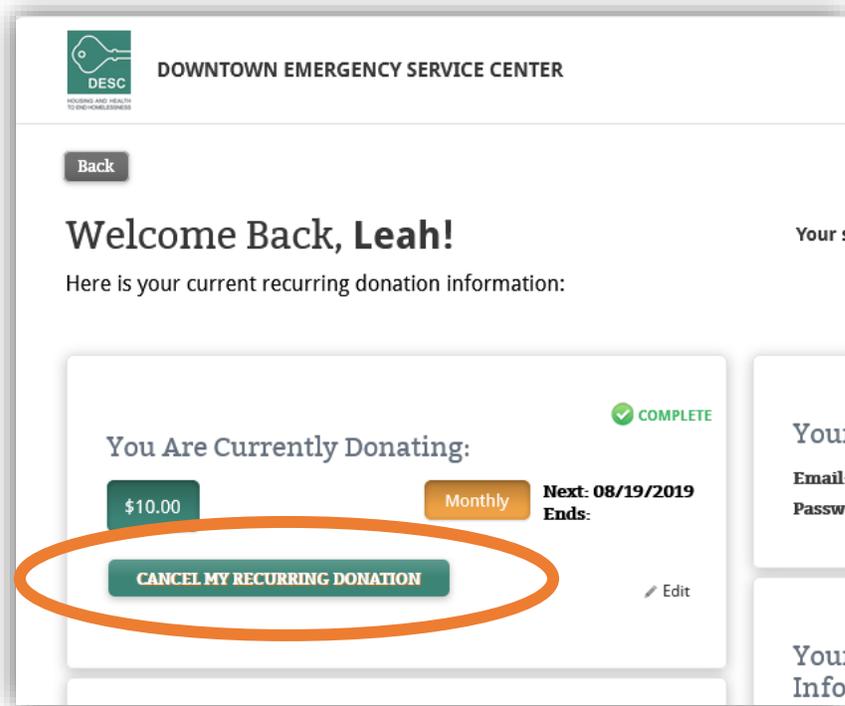
1. Go to DESC's main donation page at <https://donatenow.networkforgood.org/desc>
2. Click the upper right hand corner icon that says "Login to edit a recurring donation"



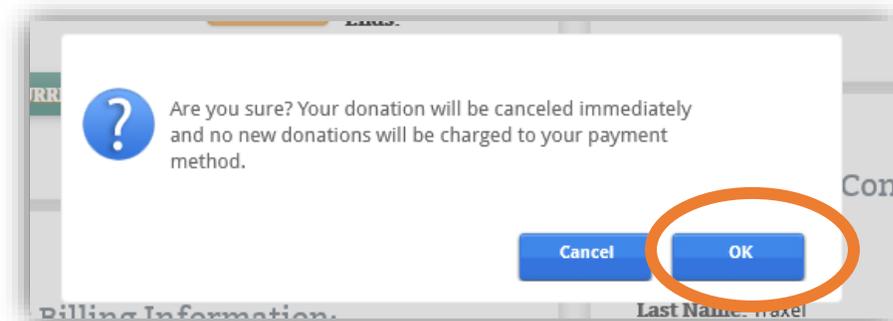
3. Enter the email address and password you used when you set up the recurring donation



- Once you've logged in, you'll see a page that shows your gift history, along with a schedule of when your next gift will be processed. To cancel your gift, click the button that says "Cancel my recurring donation".



- A box will pop up asking you to confirm the cancellation. Click "OK".



- The page will update. Click "Logout"

**Note:** do not log back in with your email and password, as this will cause the recurring donation to reactivate. If that happens and you have reason to think your cancellation did not go through, please contact [gifts@desc.org](mailto:gifts@desc.org) and someone will get back to you to confirm whether or not the cancellation was successful.

## Activating Your Gift in Soapbox Engage

1. Visit <https://desc.secure.nonprofitsoapbox.com/donate>
2. Enter your name and email address, along with any other information you would like to add.

### Contact Information

Please provide your name and email address so we know who is making this contribution.

**Name: \***



First Name

Last Name

**Email Address: \***

Your receipt will be sent to this address

3. Select "Monthly" for "Type of Donation"

## Donation Amount

### Type of Donation

One Time  Monthly

\$10  \$25  \$50  \$100  \$250  Other  (USD)

4. Enter the necessary credit card information and click "Make Payment"
5. To cancel or update your recurring gift once it is set up, or update your payment information, email [gifts@desc.org](mailto:gifts@desc.org) with the subject line "My Recurring Donation". Someone will respond within three business days to confirm cancellation or follow up with additional questions.