“Webconnex” provides online form services called “GivingFuel” (donation), “RegFox” (registration) and “TicketSpice” (ticketing).

This document explains how to access your payment history and manage your recurring payments through “Donor Account Center.”

Note:

- "Donor Account Center" is still beta feature by Webconnex. All payments are recorded by e-mail address. Webconnex is currently unable to merge two accounts into one. Please choose your e-mail address carefully when you make donations or payments.
- If your recurring donations are associated with your old e-mail address, and if you did not claim your account while your e-mail address was valid, you cannot manage your recurring donations by yourself. Please contact the Finance Office at HQ or the bookkeeper of your local church community for help.

1. Visit https://hsa.account.webconnex.com/

If you have not set up your account yet, click on "Claim My Account." Valid e-mail address is required. If you have already claimed your account, login to your account with your email address and password.
2. After you login, click on the service name you want to access. Because HQ and local churches are under the same Webconnex account, you may see all transactions despite where you pay to.

Registration – RegFox
Donations – GivingFuel
Tickets – TicketSpice
3. Now, this is how to edit your recurring donations. After you click on "Donations" at the top menu, you see your past records like this.

The transaction with arrows indicates recurring. Click on "View Details." If you cannot find the recurring donation that you would like to update, please navigate another page because this page shows the transactions of one-time donations or the first transaction of the recurring donations. If you set up your recurring donation long time ago, it may not be listed on the first page.
4. Click on the green Edit button or “edit” link next to Frequency.
5. On “Edit Subscription” page, you can edit your recurring donation.

- **Amount** - You can increase or decrease your amount.
- **Enable** - Uncheck if you want to stop it.
- **Schedule** - You can change the frequency and billing date.
- **Payments Left** – You can update the number of payments remaining.
- **Card on file** - To change the credit card, click on "Update Card." Then, enter your new card number and expiration date.
6. After you finish updating your settings, please do not forget to save your changes. Click on Save button at the bottom of the page.