

MANAGING OR CANCELLING YOUR RECURRING GIFT

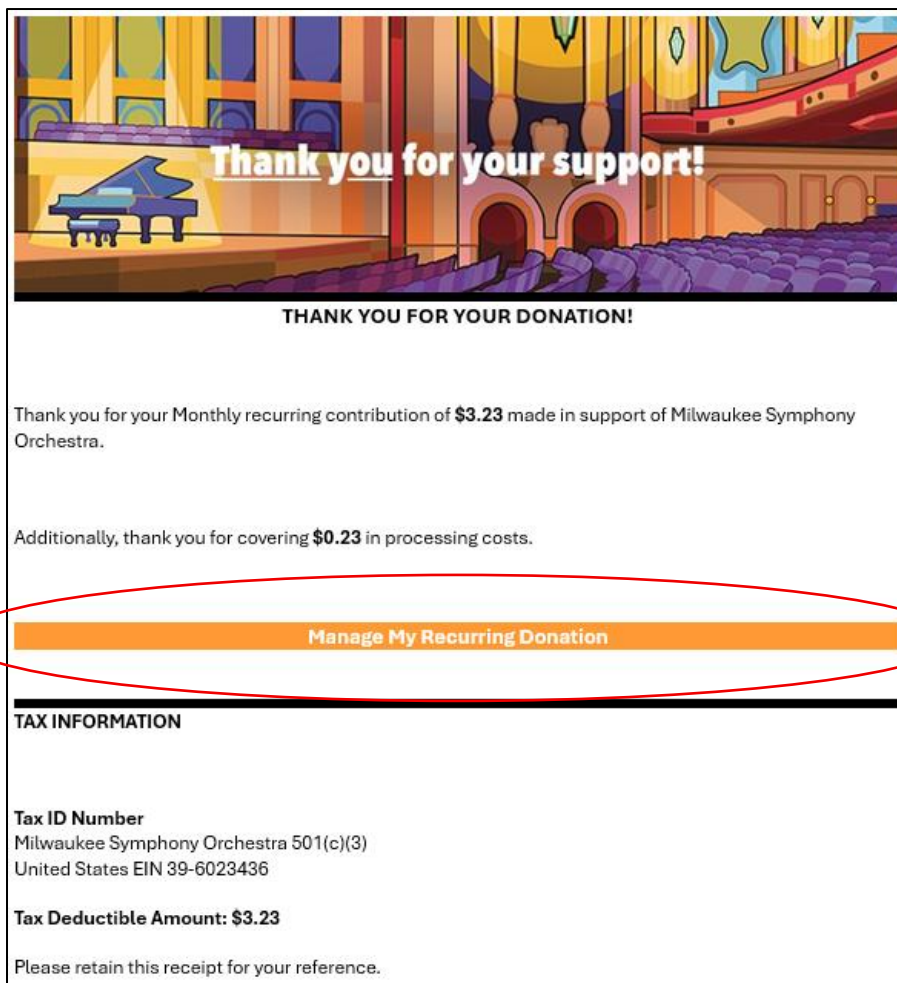
Thank you for making a recurring gift to the Milwaukee Symphony Orchestra! To manage your online giving, please follow these simple steps.

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1. LOGGING IN

A. With each recurring gift, you should receive an email receipt that looks similar to the below. Click “**Manage My Recurring Donation**” to get started. Or, visit the following link (both will bring you to the same portal):

<https://donate2.app/portal/milwsymphorch>



Thank you for your support!

THANK YOU FOR YOUR DONATION!

Thank you for your Monthly recurring contribution of **\$3.23** made in support of Milwaukee Symphony Orchestra.

Additionally, thank you for covering **\$0.23** in processing costs.

Manage My Recurring Donation

TAX INFORMATION

Tax ID Number
Milwaukee Symphony Orchestra 501(c)(3)
United States EIN 39-6023436

Tax Deductible Amount: \$3.23

Please retain this receipt for your reference.

B. The webpage will prompt you to enter the email address associated with your account. Once entered, the system will email you a verification code that may be used to log in to the account.

The first screenshot shows a modal window titled "Recurring Payment Portal" with a text input field labeled "Enter Email Address" and an orange "Authenticate" button. The second screenshot shows a modal window titled "Milwaukee Symphony Orchestra" with the heading "Enter Your Verification Code" and the instruction "Check your email for a verification code". Below this are six empty square boxes for entering the code, and "Cancel" and "Verify" buttons at the bottom.

C. Once you click “**Verify**,” you should see a home screen that looks similar to the below, where you may manage your payment methods, records, and recurring donations.

The dashboard has a dark sidebar with the title "Manage Your Recurring Payment with the MSO" and a link to "Return to Milwaukee Symphony Orchestra". The main content area is divided into three sections: "CURRENT SUBSCRIPTION", "PAYMENT METHOD", and "INVOICE HISTORY".

CURRENT SUBSCRIPTION

Monthly Donate Now Web
\$3.23 per month
Your next billing date is December 18, 2025.

PAYMENT METHOD

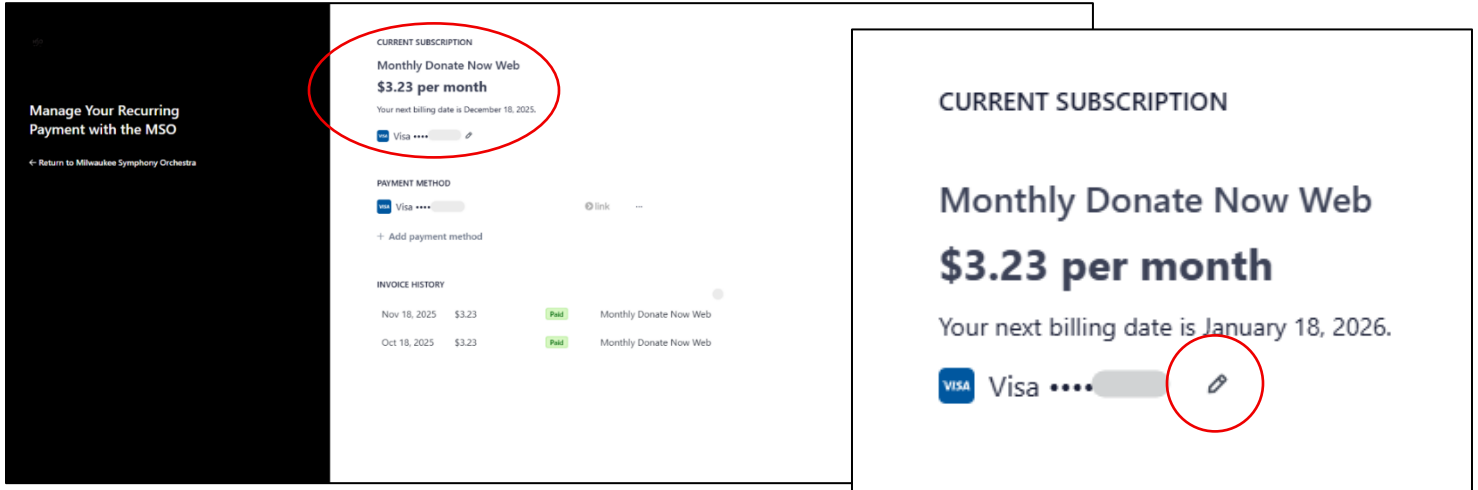
Visa ****

INVOICE HISTORY

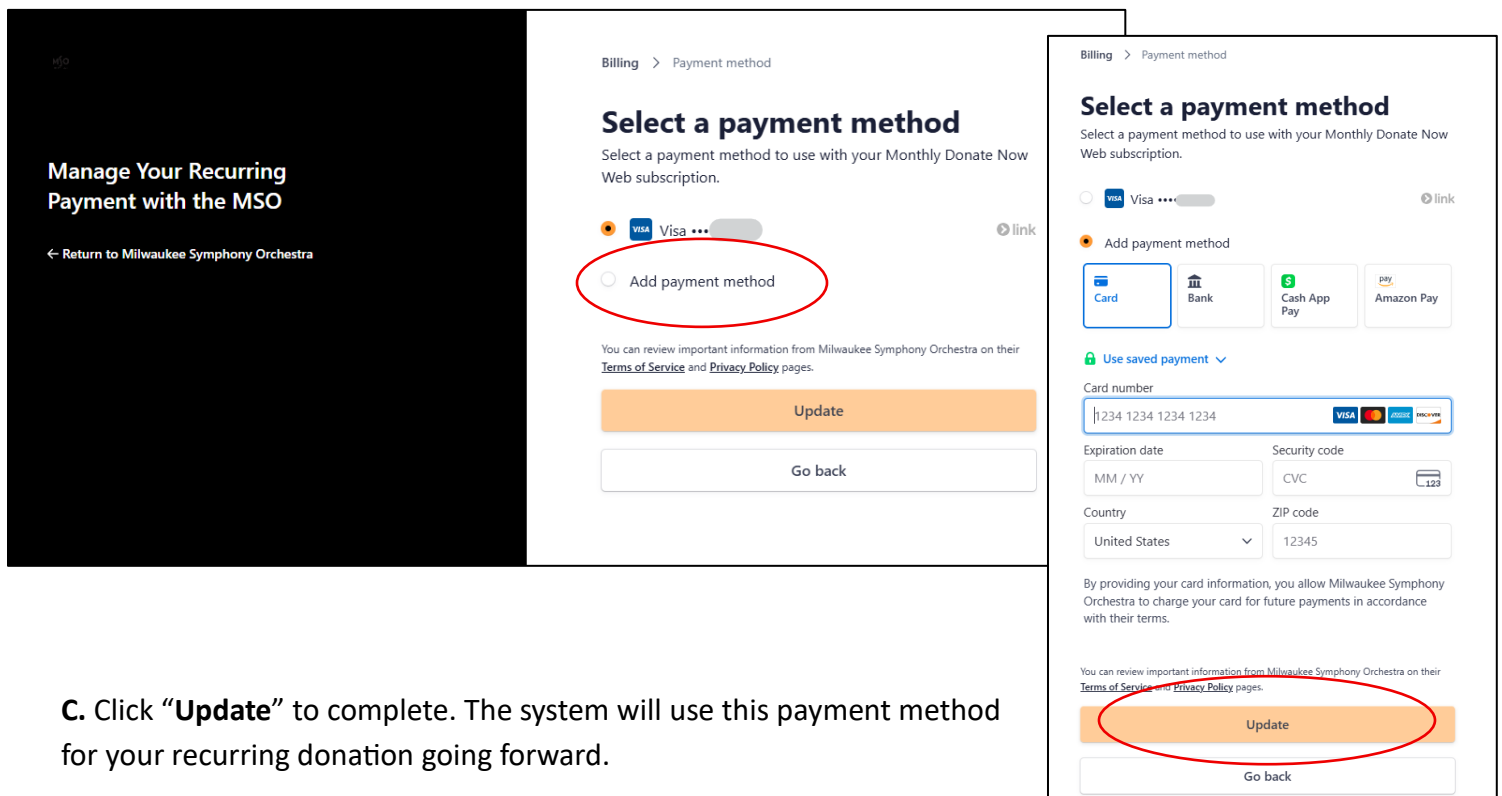
Date	Amount	Status	Description
Nov 18, 2025	\$3.23	Paid	Monthly Donate Now Web
Oct 18, 2025	\$3.23	Paid	Monthly Donate Now Web

2. MANAGING PAYMENT INFORMATION

A. To change the payment method attached to your gift, click the **pencil icon** to the right of the credit card information.



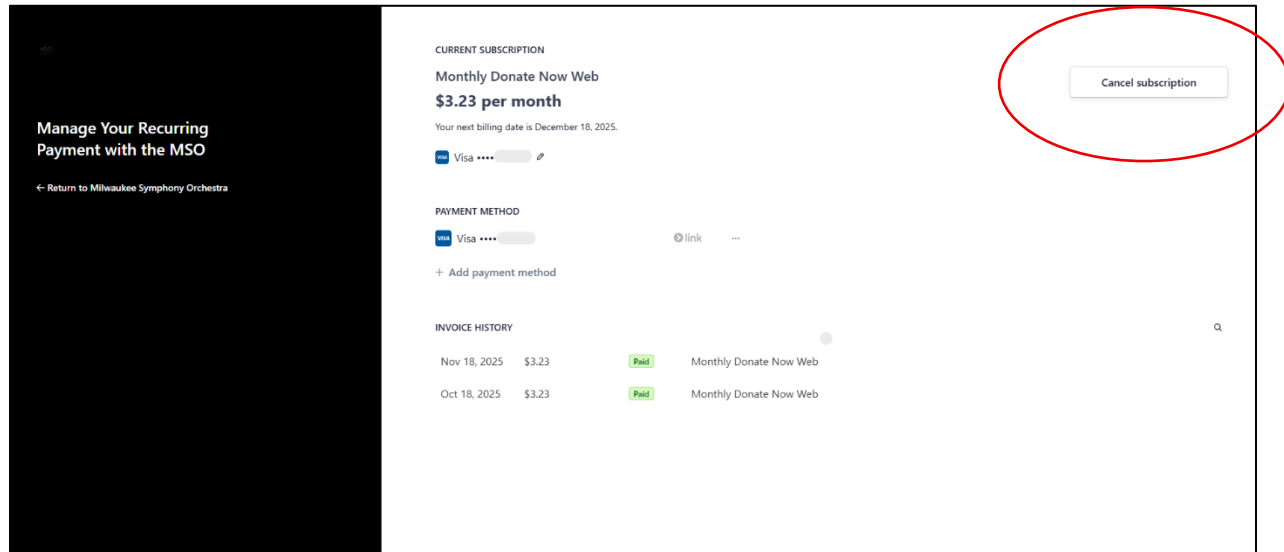
B. To add a new card, select **“Add payment method”** and fill out the form that appears. **Please note that if you must update your current card, you’ll need to add it as a new card.**



C. Click **“Update”** to complete. The system will use this payment method for your recurring donation going forward.

3. CANCELLING YOUR RECURRING GIFT

A. To cancel your recurring gift, click **"Cancel subscription"** while on the home page.



B. Confirm the cancellation on the following screen. Your recurring donation should now be cancelled!

