MILWAUKEE SYMPHONY ORCHESTRA

KEN-DAVID MASUR / MUSIC DIRECTOR

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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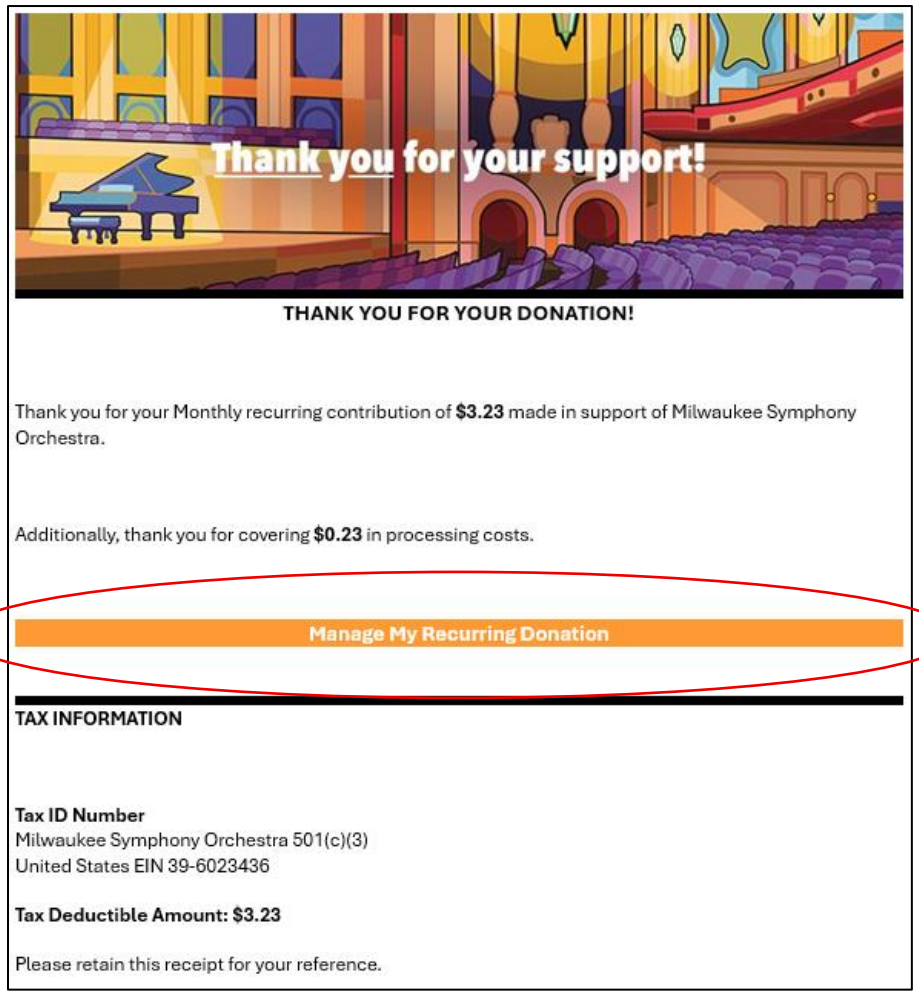
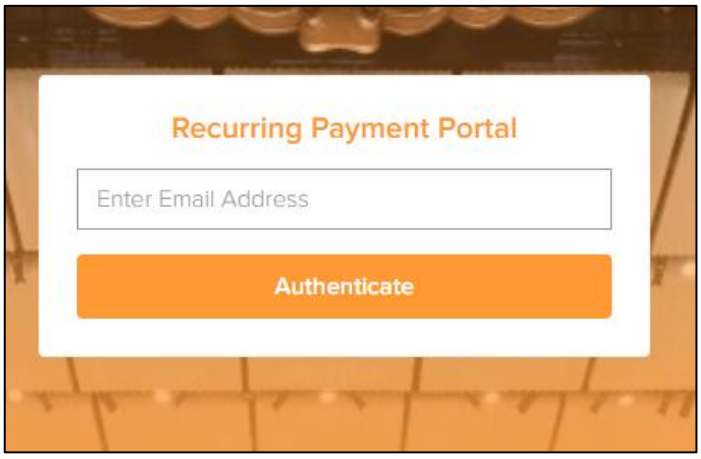
1. LOGGING IN

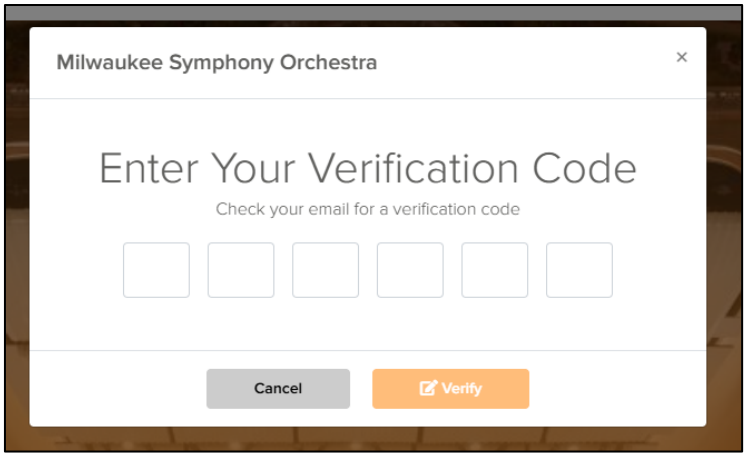
A. With each recurring gift, you should receive an email receipt that looks similar to the below. Click "**Manage My Recurring Donation**" to get started. Or, visit the following link (both will bring you to the same portal):

https://donate2.app/portal/milwsymphorch

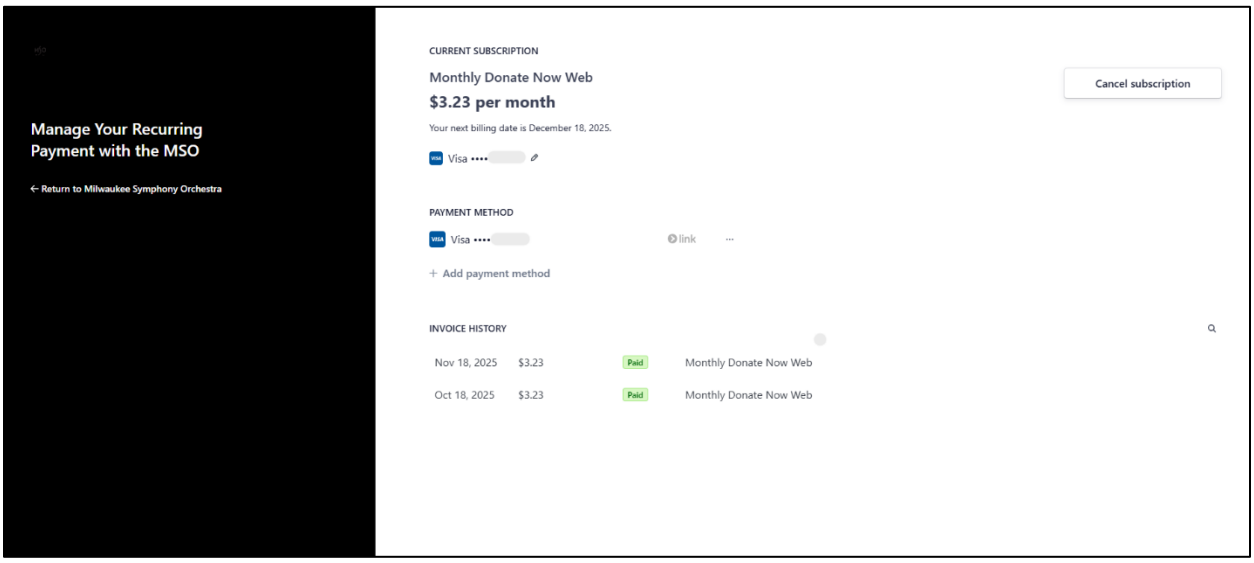


B. The webpage will prompt you to enter the email address associated with your account. Once entered, the system will email you a verification code that may be used to log in to the account.



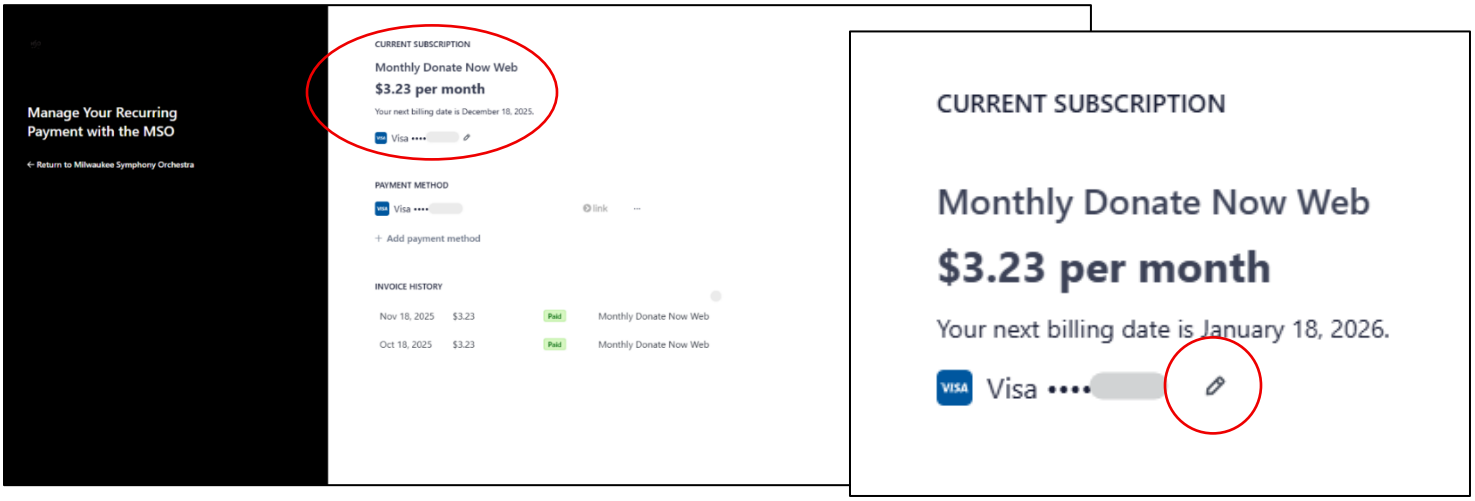


C. Once you click "**Verify**," you should see a home screen that looks similar to the below, where you may manage your payment methods, records, and recurring donations.

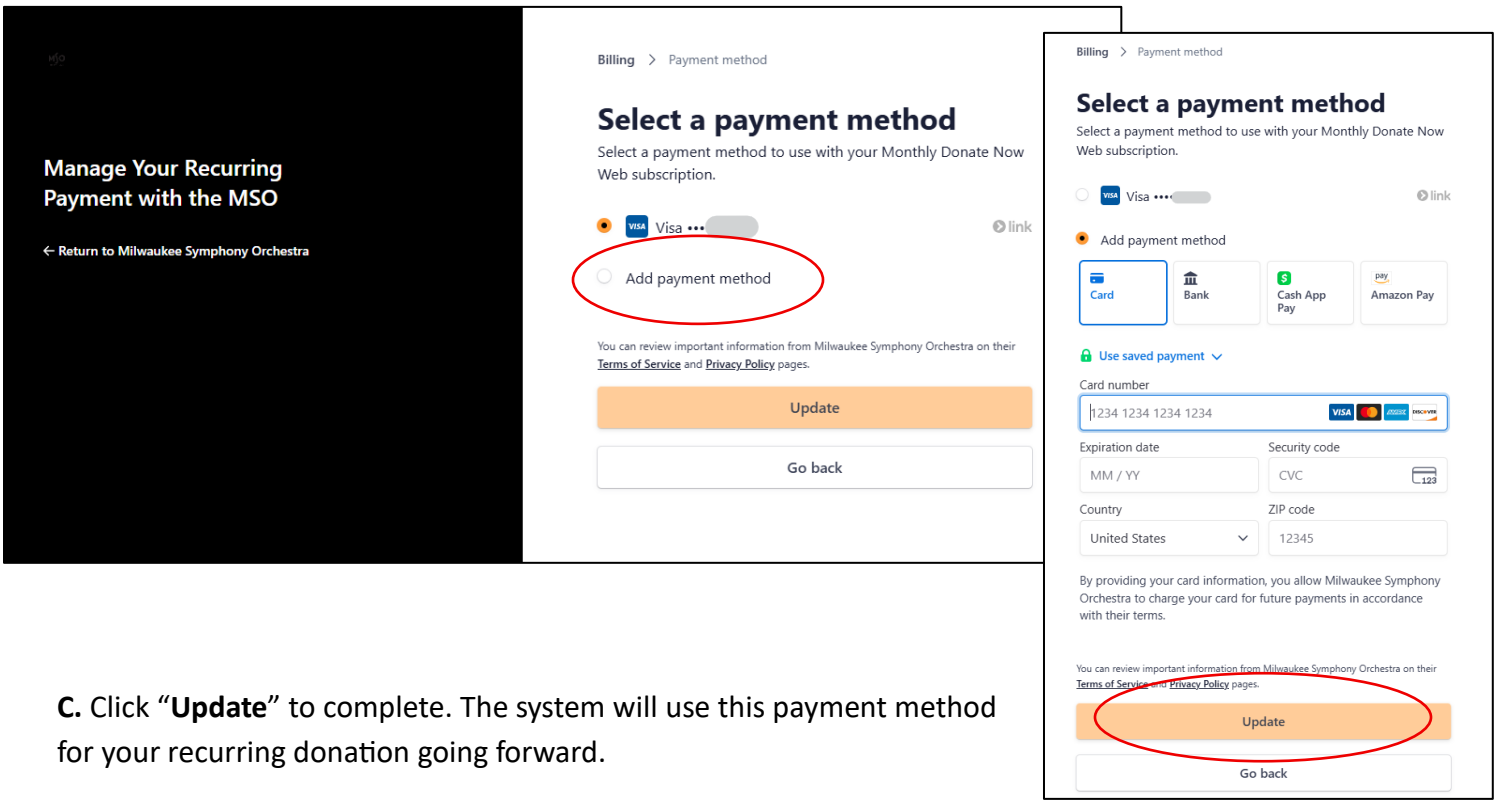


2. MANAGING PAYMENT INFORMATION

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



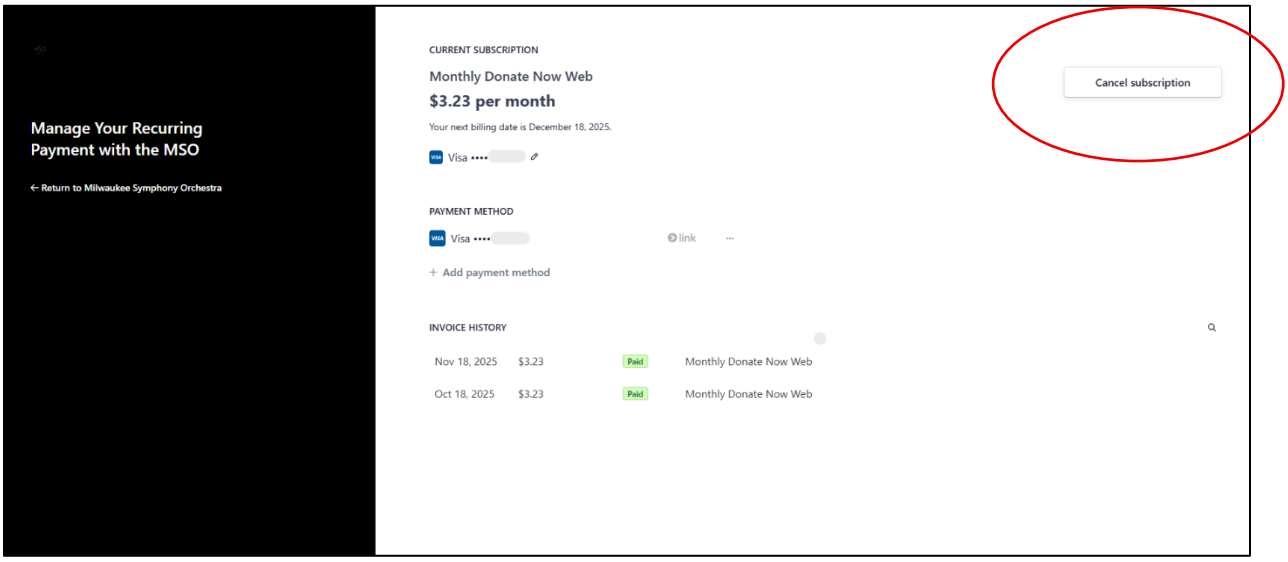
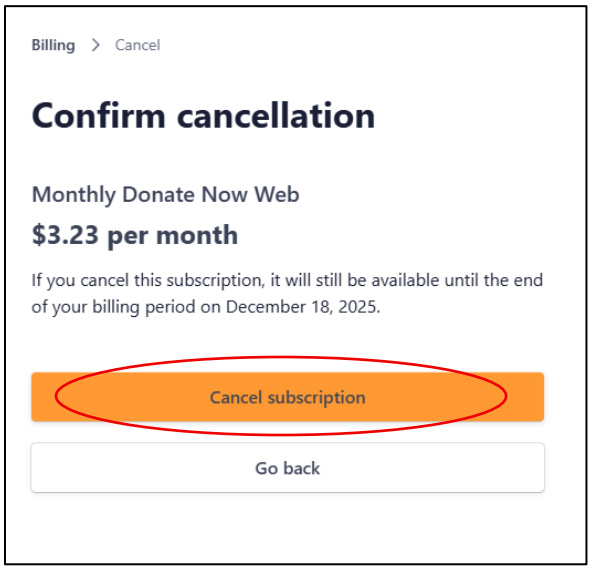
B. To add a new card, select "**Add payment method**" and fill out the form that appears. **Please note that if you must update your current card, you'll need to add it as a new card.**



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!