



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.

1. Logging In.....1
2. Managing Payment Information.....3
3. Cancelling Your Recurring Gift.....4

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):

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 left screenshot shows a modal window titled "Recurring Payment Portal" with a text input field labeled "Enter Email Address" and an orange "Authenticate" button below it. The right 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 at the bottom are "Cancel" and "Verify" buttons.

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.

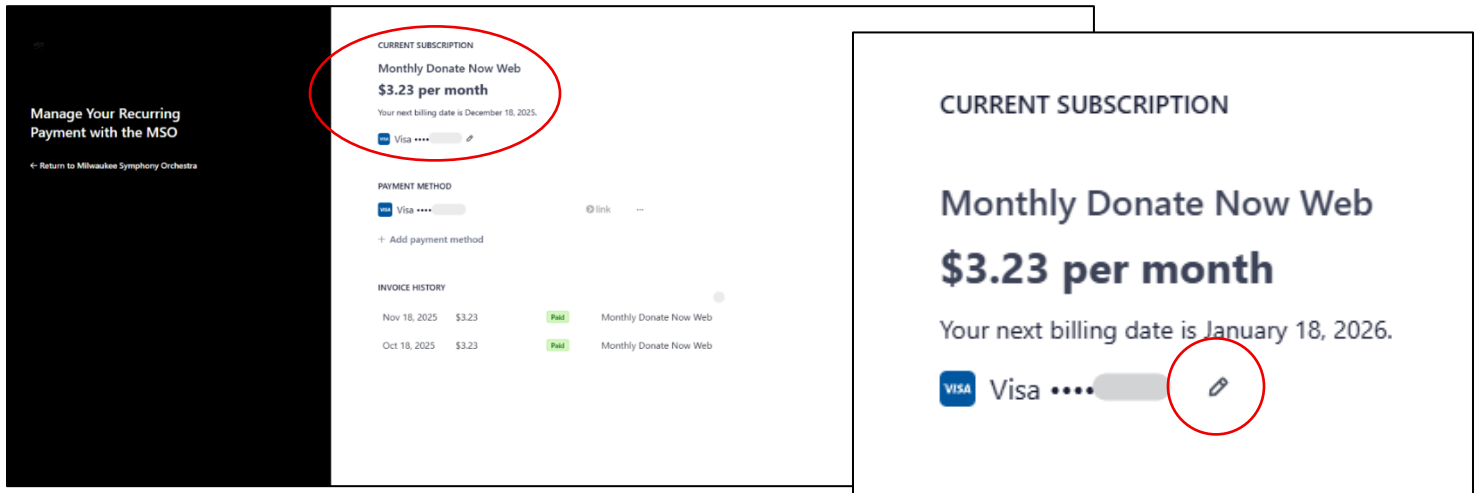
The dashboard has a dark sidebar on the left with the title "Manage Your Recurring Payment with the MSO" and a link "Return to Milwaukee Symphony Orchestra". The main content area is divided into three sections:

- CURRENT SUBSCRIPTION:** Shows "Monthly Donate Now Web" for "\$3.23 per month". It notes the next billing date is December 18, 2025, and shows a Visa payment method.
- PAYMENT METHOD:** Shows the same Visa payment method with a "link" icon and an "Add payment method" button.
- INVOICE HISTORY:** A table with two rows of paid invoices.

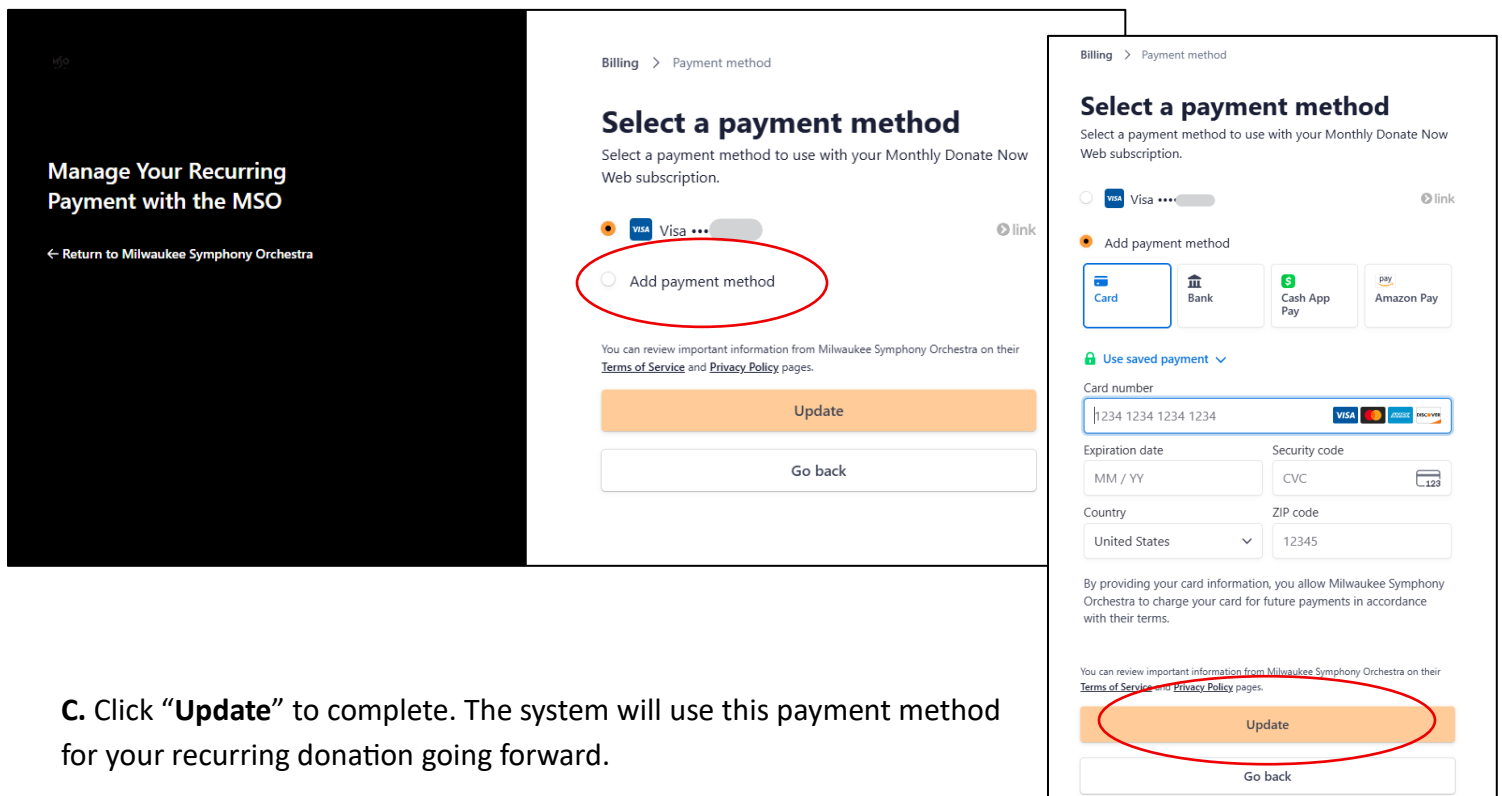
INVOICE HISTORY			
Nov 18, 2025	\$3.23	Paid	Monthly Donate Now Web
Oct 18, 2025	\$3.23	Paid	Monthly Donate Now Web

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.



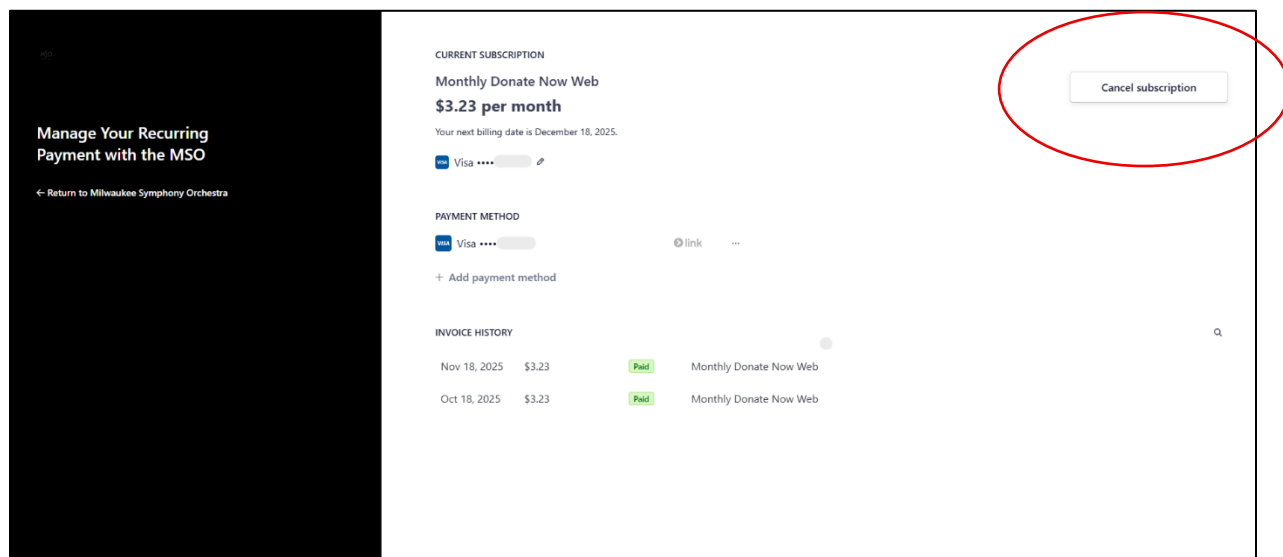
B. To add a new card, select **“Add payment method”** and fill out the form that appears. **Please note that if you must update your current card, you’ll need to add it as a new card.**



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!

