

How To Update Your Gift Information:

Step 1: Login into your account [Here](#)

If this is your first time, please hit forgot password and follow instructions to resetting your password.

https://support.ckua.com/site/UserLogin?NEXTURL=https%3A%2F%2Fsupport.ckua.com%2Fsite%2FUserCenter



CKUA Radio Foundation Password Verification

Existing User
* = Required Fields

* User Name:

* Password:

[Login Assistance](#)
[Forgot User Name?](#)
[Forgot Password?](#)

Why am I being asked for my password?
To protect your privacy, certain information and areas of this Web site can only be accessed with a valid User Name and Password.

Registered Charity: 118776830 RR 0001
Need help? Email donors@ckua.com.

The username is the email address you provided to us (on file)

Step 2: Click the Service Center and then press Edit, *Payment Method*

[Personal Profile](#) | [Email Preferences](#) | **[Service Center](#)**

Welcome to your Gift Service Center!

You can view information about your gift and make adjustments to payment information if necessary. We appreciate your continuing support of our organization.

When you change your billing information, we will perform a pre-authorization for a small amount, such as \$1.00. This authorization may show up on your next billing statement.

Make A Monthly Donation

Active
Gift Processing

Payment [edit]		Payment Method [edit]
Amount:	5.00 CAD / Month	<input type="text"/>
Next Payment:	04/14/2023	<input type="text"/>
	Skip Next Payment	<input type="text"/>
Previous Payment:	03/14/2023	Billing Address
	View Payment History	<input type="text"/>

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Step 3: Enter your Credit Card information, and once complete, press *Update Payment Information*.

Make A Monthly Donation

Active
Gift Processing

Payment
Amount: 5.00 CAD / Month
Next Payment: 04/13/2023
[Skip Next Payment](#)
Previous Payment: 03/14/2023
[View Payment History](#)

Credit Card Type Indicates Required
VISA

Credit Card Number

Verification Code [What is this?](#)

Expiration Date 03 2023

Billing Name
Title: Mr.
First Name Your
Middle Name
Last Name Name
Suffix

Billing Address
Street Address

City Edmonton
State AB
Zip/Postal Code T6B
Country Canada

[Cancel](#)

[Personal Profile](#) | [Email Preferences](#) | [Service Center](#)

Step 4: Your payment information is now updated. If you want to change your payment amounts and next payment date, click *Edit, Payment*.

Welcome to your Gift Service Center!

You can view information about your gift and make adjustments to payment information if necessary. We appreciate your continuing support of our organization.

When you change your billing information, we will perform a pre-authorization for a small amount, such as \$1.00. This authorization may show up on your next billing statement.

Success!
The payment information has been successfully updated.

Make A Monthly Donation

Active
Gift Processing

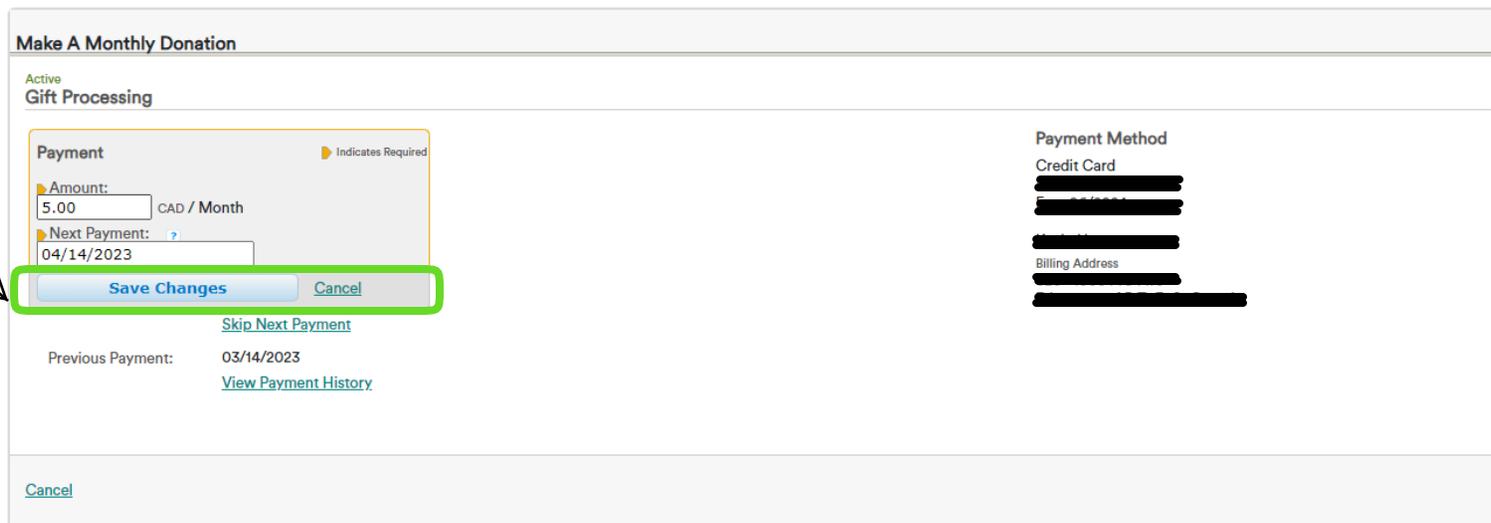
Payment

Amount: 5.00 CAD / Month
Next Payment: 04/14/2023
[Skip Next Payment](#)
Previous Payment: 03/14/2023
[View Payment History](#)

Payment Method
Credit Card
██████████
██████████
██████████
Billing Address
██████████
██████████

How To Update Your Gift Information:

Step 5: You can now change the payment amount and next payment date. Once completed, press *Save Changes*.



The screenshot shows a web form titled "Make A Monthly Donation". At the top, it says "Active Gift Processing". Below this, there are two main sections: "Payment" and "Payment Method".

The "Payment" section is highlighted with a green border. It contains the following fields:

- Amount:** A text input field containing "5.00" followed by "CAD / Month".
- Next Payment:** A date input field containing "04/14/2023".
- Buttons:** A blue "Save Changes" button and a grey "Cancel" button are highlighted with a green border. Below them are links for "Skip Next Payment" and "View Payment History".
- Previous Payment:** A label "Previous Payment:" followed by the date "03/14/2023" and a link "View Payment History".

The "Payment Method" section is on the right and shows "Credit Card" with several lines of redacted information. Below that, it shows "Billing Address" with redacted information. At the bottom left of the form, there is a "Cancel" link.

Once complete, the **DONE** button will log you out of the Service Centre.

Please be aware: We have found in some cases that the lifetime giving total in the service centre may differ from what you understand your lifetime giving to be. If this is the case or have any issues please contact us (donors@ckua.com) and we will take a look.