**Step 1**
Find the Giving link on the church website. Click the **SIGN IN** tab, then on **FORGOT PASSWORD**

![Image of sign in form]

**Step 2**
Enter your email address and click **RESET** to receive a new password. Check for an email titled **Password Reset Request** (Be sure to check your Spam Folder)

![Image of forgot password form]

**Step 3**
Use your email and the temporary password to log in. Next, click the 3-line icon on the top left and select **MY ACCOUNT > ACCOUNT INFO**
From here, use the temporary password and enter a new custom password. Click **SAVE PASSWORD**

![Image of account settings]