RedRover

DONOR PORTAL GUIDE

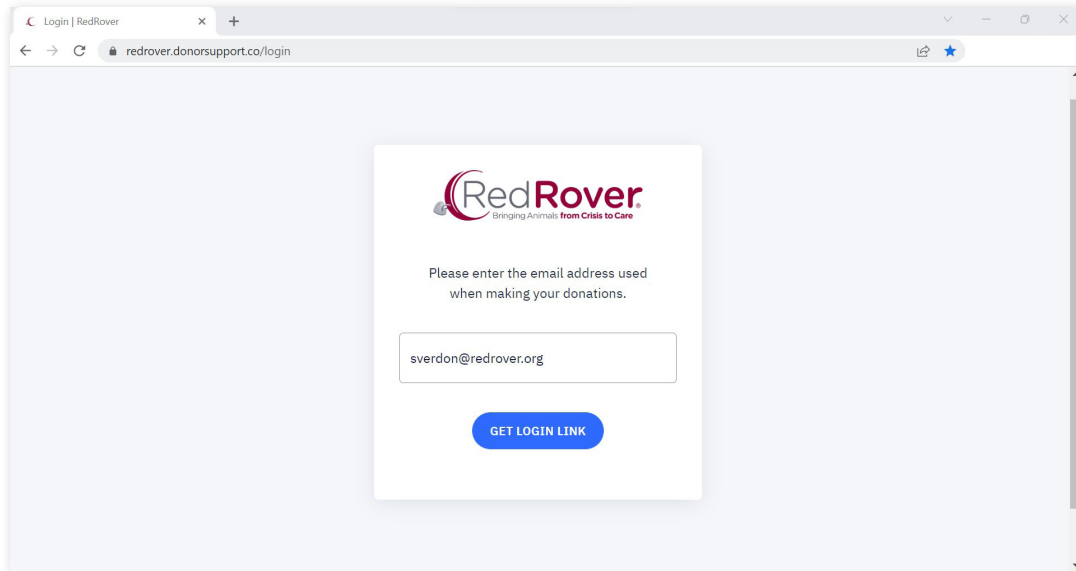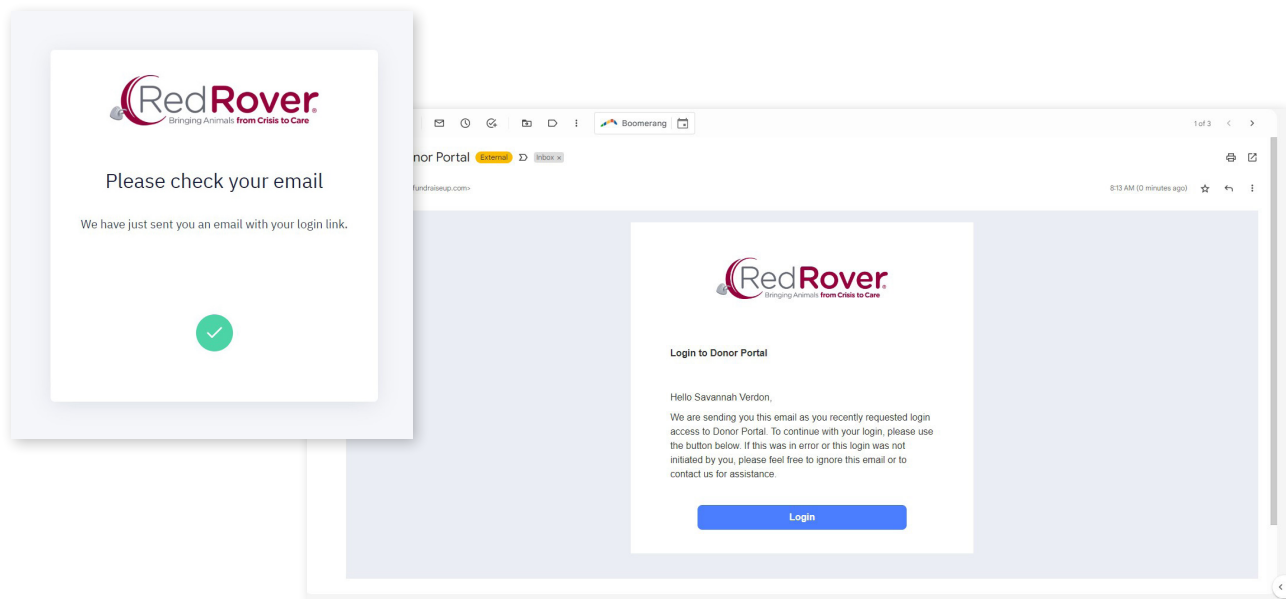Log in to the **Donor Portal** with the email address associated with your recurring donation. If you have multiple email addresses and are unsure which to use, please email RedRover's Development and Engagement Coordinator, Savannah Verdon at **sverdon@redrover.org**.

You will receive an email with a link to access your recurring donation in the Donor Portal.
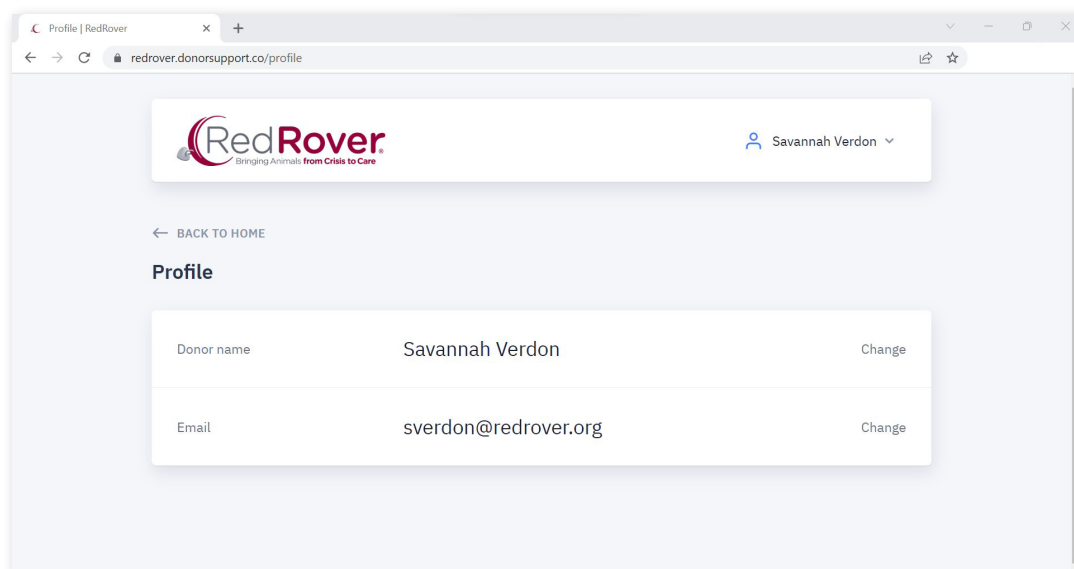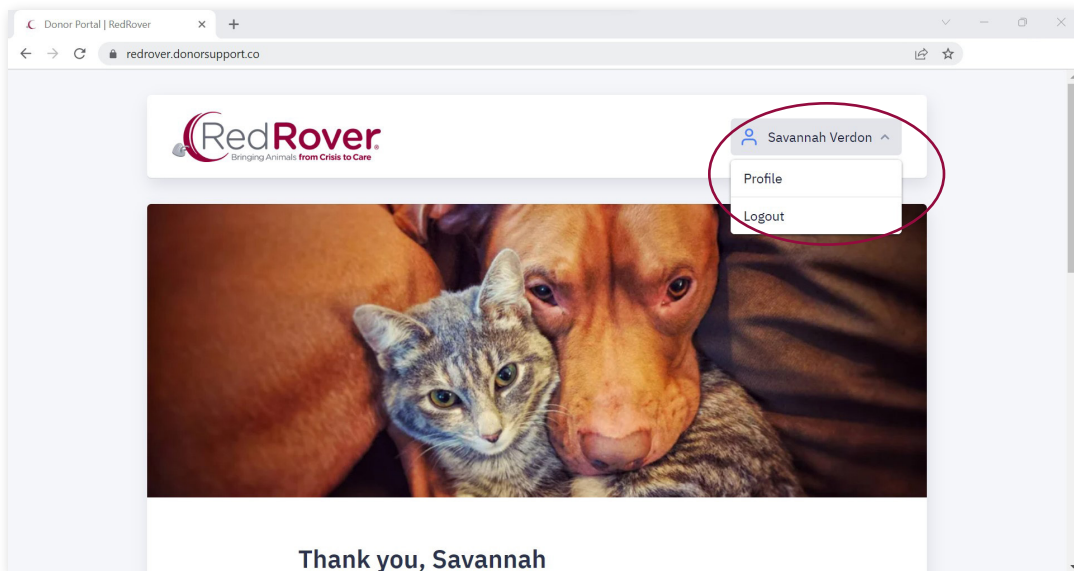
Once logged in, you will be able to make changes to your recurring donation, including:

- Your name and/or email address
- Payment information
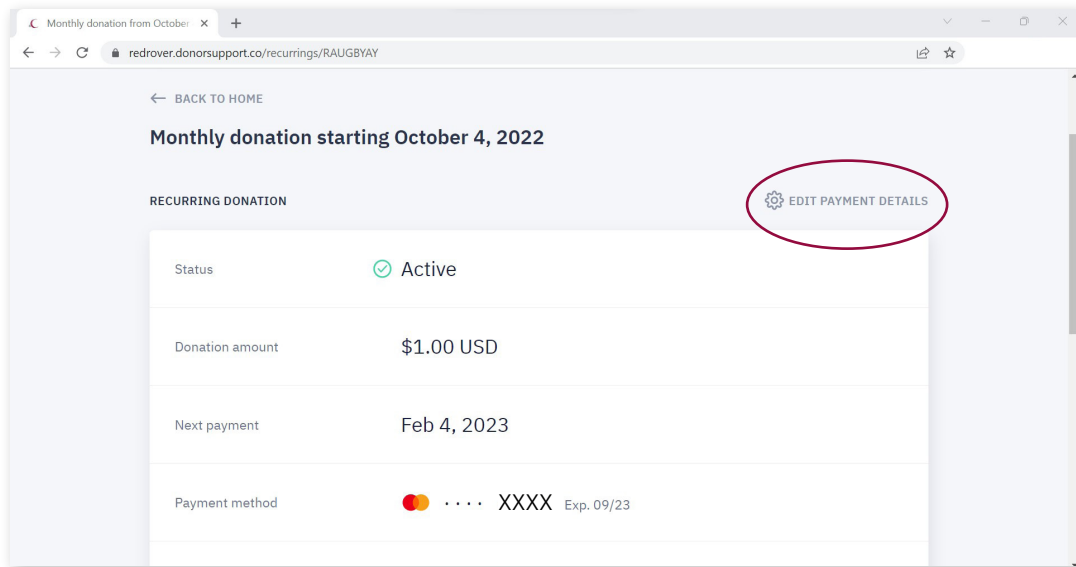- The amount, date, and/or frequency of your donation

To change your name and/or email address:

- Click on the drop-down menu and select Profile
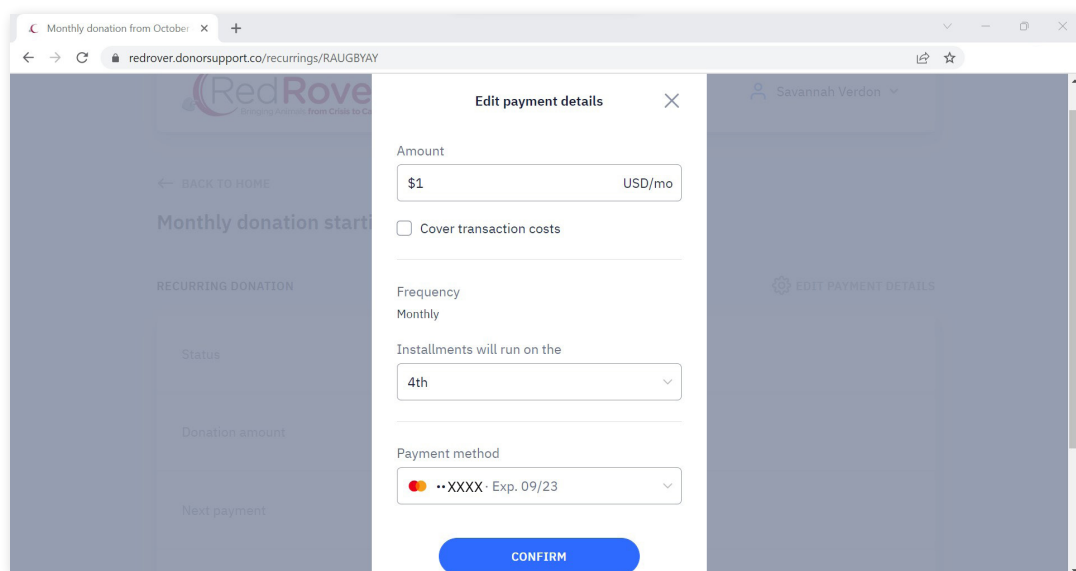
To change payment information:

- Scroll down on the home page to the Recurring Donation block and click on the cog icon.

This will take you to the next page.

- Click on the cog icon again to open a pop-up window and make your changes.

It is important to keep your cursor within the pop-up window while scrolling, otherwise, it will close.

Scroll down on the same page for a record of your donation history, with the option to download individual receipts. You can also cancel your recurring donation. From the homepage, you can also download a full year of receipt as a compressed file.