

**To set up a recurring gift, please follow these steps:**

1. Go to <https://pushpay.com/g/mstarlc>.
2. In the **amount** box, type in the dollar amount you wish to give. For example, \$100 would be entered as 100.00.
3. In the Gift type box select **Set up recurring** (note: the button may be pre-selected; if so, its background will be black).
4. Select your giving frequency (Every week, Every 2 weeks, Every month, etc...).
5. Set the starting and ending dates for your recurring gift; for example: start 9/1/21 and end 9/1/22; click the Ending dropdown list to view options; choose **On a specific date** to enter or select a date from a calendar.
6. Select Mission & Ministry Fund (to go to the overall ministry of Morning Star) from the dropdown list. (The \$1's & \$5's goes to the Genesis Mission Team for their quarterly projects.)
7. Click Next.
8. Enter your mobile phone number; this is a security measure to verify you authorize the recurring schedule and subsequent donations; you will receive a security code via text; the text message will say **Use the security code ##### to complete your gift with Morning Star Church.**
9. Enter the security code texted to you.
10. Review the details under **CONFIRM YOUR GIFT** to verify your schedule.
11. If you have never given a gift through Pushpay before:
  1. Choose bank account or debit/credit card
  2. Enter your payment account details
  3. Click Next
  4. Your new payment method will be selected for you

5. Go to step 13
12. If you have given a gift through Pushpay, choose an existing payment method or set up a new one; if you set up a new payment method, click **Next** when you are done entering your account details; your new payment method will be selected for you.
13. Click **Schedule recurring gift**; you may need to scroll down the page on your device to see the schedule button.
14. You will receive another text message with a new security code to verify the activity you just completed.
15. Enter the security code texted to you.
16. You then will see an on-screen Thank You message with the recurring schedule details you just entered.