

How to Stop Your Repeating Gift in CCB

1. Log in to CCB.

2. On the left-hand side of the page, select the dollar sign icon to access "My Giving."



In some cases, the menu may appear collapsed. You should still select the dollar sign icon.



Instructions continue on the following page.

3. Navigate to the "Schedules/History" tab. If you have a repeating gift set up, you should see it here. Click "Cancel."

GIVE SCHEDULES / H	HISTORY PLEDGES					
						Giving Statement
EPEATING GIFT SCHED	ULES					
EPEATING GIFT SCHED	ULES					Show Active
PEPEATING GIFT SCHED	OULES	Next	Frequency	Rem La	ast Msg	Show Active

4. You will see a pop-up requesting that you confirm your choice to cancel the gift. Choose "Confirm."

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	!	Stop gift sch			
		Are you sure y			
		schedule?			
nt			Frequency Cancel	Confirm	Rem
00					

Instructions continue on the following page.

5. The pop-up will close. You should now see a green banner that reads "Payment schedule successfully stopped." Your gift should be marked "Cancelled."

My Giving						
Payment schedule successfully s	topped.					
GIVE SCHEDULES	HISTORY PLEDGES					
					Giving Statement	
REPEATING GIFT SCHE	DULES				Show Active	•
Designation	Amount	Next	Frequency	Rem Last Ms	g	
Operating Fund	\$500.00	May 28, 2024	Monthly	0 Cancell	ed	>