**Cancelling Recurring Payments in PushPay**

**Find your Recurring and Scheduled Gift(s)**

**The first step to any of the ways to update your recurring or scheduled gifts is to find them in the Donor Portal.**

1. **Log into the**[**Donor Portal**](https://www.pushpay.com/login)**.**
2. **Look for the section titled "Recurring Gifts" or "Scheduled Gifts."**
3. **Select the gift you'd like to update. It will be labeled with the name of the organization & listing, as well as the next payment date and amount.**

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**Cancel a Recurring or Scheduled Gift**

1. [**Find the gift you'd like to update.**](https://help.pushpay.com/s/knowledge/How-to-Manage-My-Payment-Schedules#Finding)
2. **On the top right, select on the “Actions” menu.**

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1. **Confirm the cancellation on the popup.**

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1. **You will receive a confirmation message about the cancellation and then the gift details will show as uneditable.**

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