

This document provides step-by-step instructions to manage payment methods (accounts) in the Good Shepherd online giving platform, Realm. In the event you have any questions during this process, please contact Dawn Gordon, Parish Administrator, at dawn@cogsdunedin.com or 727-733-4125.

1. Go to the Good Shepherd home page at <https://www.cogsdunedin.com>


press **Realm** and then press **LOG INTO REALM**

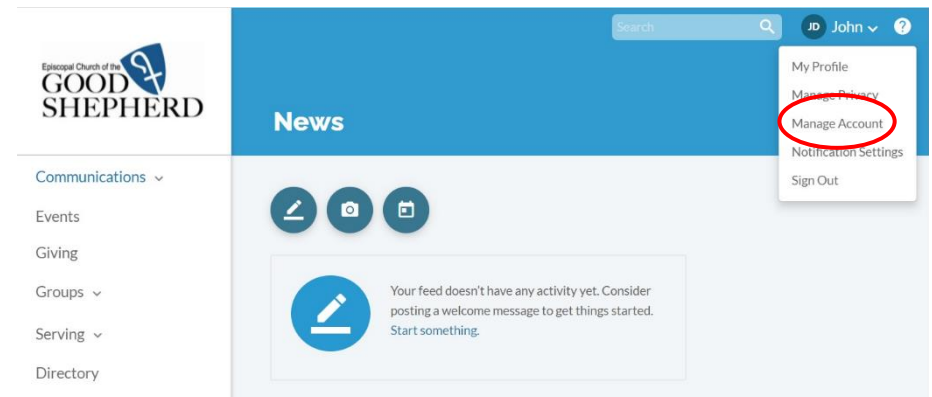
Optionally, go directly to the following link

<https://onrealm.org/churchgoodshepherd>

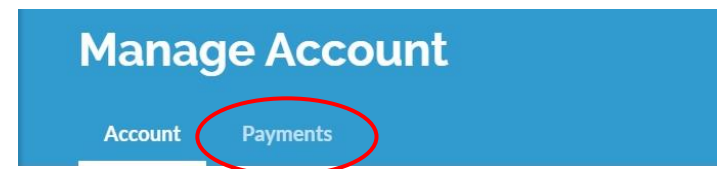
2. The link will bring you to the **Sign In** page. Enter your e-mail address and password. Press **Sign In**

INSTRUCTIONS FOR MANAGING ONLINE GIVING PAYMENT METHODS

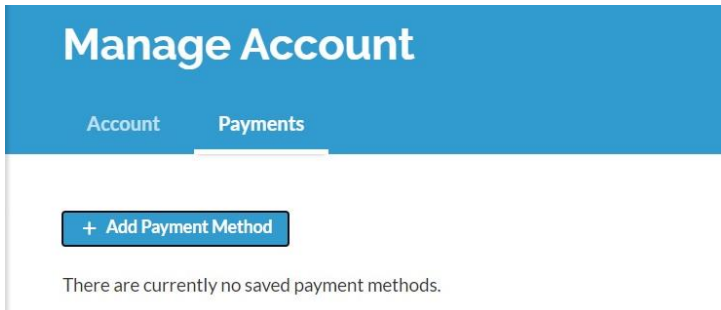
3. At the Home page, open the drop-down from your picture (or icon ) and name and press “Manage Account”.



4. Press “Payments”



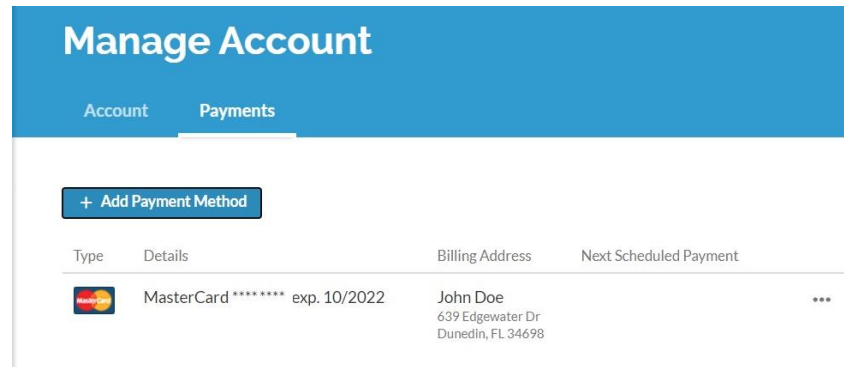
- Existing payment methods, if any, will be listed. To add a new payment method, press [+ Add Payment Method](#)



- Select the method of payment to be used from the “Account Type” drop-down (A). The account information fields will vary based upon the method of payment selected. Provide the information requested. Note that “Account Nickname” field (B) is optional. Double-check the information for accuracy.

- Press [SAVE](#)

- The newly added payment method will be added to your list of available payments.



- Should you need to edit or delete a payment method, press the ellipsis (“...”) to the right of the specific payment method and choose either “Edit Account” or “Delete Account”, as applicable.

