

MANAGING ONLINE GIVING PAYMENT METHODS

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 the Parish Administrator at info@cogsdunedin.com or 727-733-4125.


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

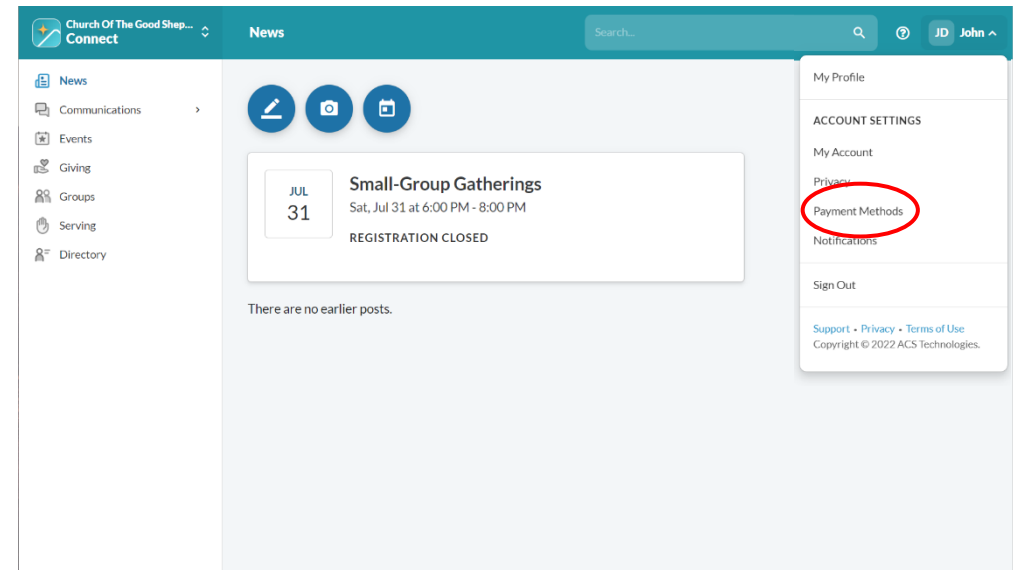
press **Realm** and then press **LOG INTO REALM**

Optionally, go directly to the following link

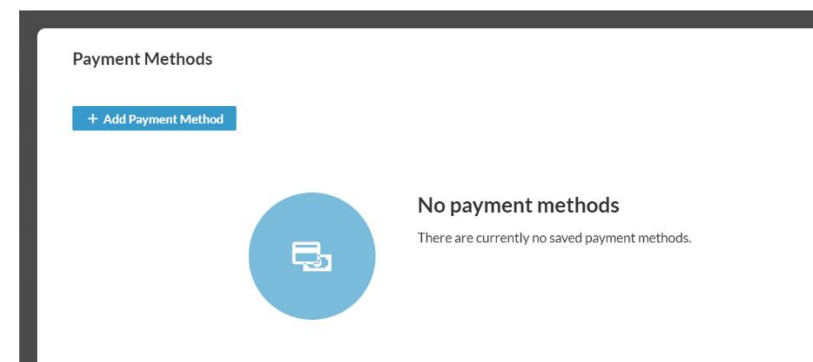
<https://onrealm.org/churchgoodshepherd>

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

4. At the Home page, open the drop-down from your picture (or icon ) and name and press "Payment Methods".



5. Existing payment methods, if any, will be listed. To add a new payment method, press **+ Add Payment Method**



6. 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.

Account Nickname **B**

Account Type **A**

Account Number *

Expiration Date *

CVV2

Name on card *

Billing Address Line 1 *

Billing Address Line 2

Billing City *

Billing State *

Billing Postal Code *

Email Address *

Cancel Save

7. Press **Save**
8. The newly added payment method will be added to your list of available payments.

Type	Details	Billing Address	Next Scheduled Payment
	My Mastercard MasterCard ***7374 exp. 2/2025	John Doe 639 Edgewater Dr Dunedin, FL 34698	...

9. 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.

Type	Details	Billing Address	Next Scheduled Payment
	My Mastercard MasterCard ***7374 exp. 2/2025	John Doe 639 Edgewater Dr Dunedin, FL 34698	...

Edit Account
Delete Account

10. Press **Close** to end payment management.