

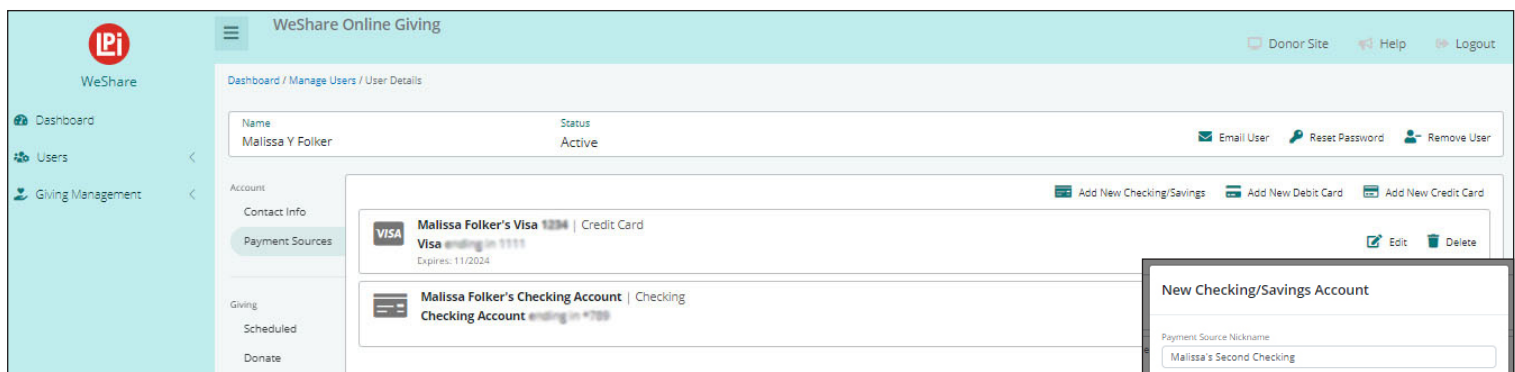
JANUARY 2020 FEATURE RELEASE FOR WESHARE

Payments with WeShare Just Got Easier

WeShare is excited to announce three new functions that have been added to the WeShare Admin Panel.

Adding a Payment Source

1. Log in to your admin panel and go to Manage Users.
2. Search by first name, last name, or email.
3. Click on Payment Sources located on the right side of the page, and choose to add New Checking/Savings, New Debit Card, or New Credit Card.
4. Click on the Payment Source icon and fill out the required fields. Click Save. The payment source you added will now be available within the user's record.



Added Enhancement:

- If an existing address is on the user's record, click the Billing Address box and the Account Address will populate.
- If a partial address is on the user's record, any completed fields will populate.

One-Time or Recurring Donation for a Collection

1. Log in to your admin panel and go to Manage Users.
2. Search by first name, last name, or email and then click Donate.
3. Search for the Giving Opportunity and fill out the required fields for a one-time or recurring transaction.
4. Check the Authorize Transaction box and click Donate.

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Delete a Scheduled Transaction

1. Log in to your admin panel and go to Manage Users.
2. Search by first name, last name, or email.
3. Go to the Giving setting and then click Scheduled.
4. Find the Second Collection and click Delete Transaction. Type Delete to confirm.

The screenshot displays the Weshare admin interface for user Malissa Chartier. The left sidebar shows navigation options: Account, Contact Info, Payment Sources, Giving (with sub-options Scheduled and Donate), and Second Collection (with sub-option Scheduled). The main content area shows details for the 'Easter Sunday Flower Collection' with a next transaction date of 'Thu, 1/30/2020' and a payment source of 'Debit Malissa Y. Chartier'. A modal dialog titled 'Are You Sure?' is open, warning that deleting will remove all scheduled transactions for this opportunity. The dialog includes a text input field containing 'Easter Sunday Flower Collection', a table with columns for Payment Source, Amount, and Frequency, and two buttons: 'Cancel' and 'Delete Transaction'.

Name	Status
Malissa Chartier	Active

Account	Name	Next Transaction	Payment Source
Contact Info	Easter Sunday Flower Colle...	Thu, 1/30/2020	Debit Malissa Y. Chartier

Payment Sources	Name
	General Collection

Giving	Name
Scheduled	Giving

Second Collection	Scheduled

Are You Sure ?

This will permanently delete all scheduled transactions for this giving opportunity.

Name: Easter Sunday Flower Collection

Payment Source	Amount	Frequency
Debit Malissa Y. Chartier	\$50.00	Weekly

Buttons: Cancel, Delete Transaction