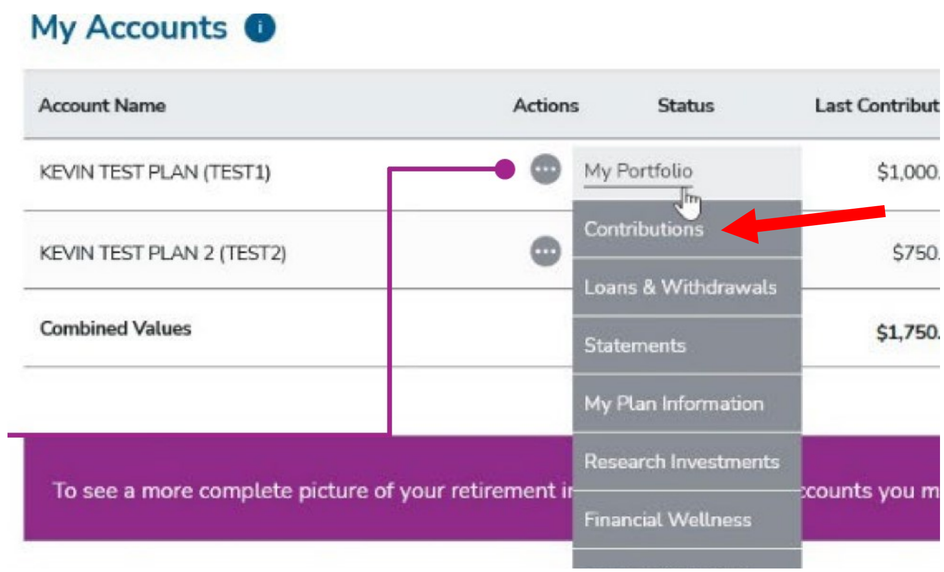
How To Change Contribution Amounts

If you have more than one MissionSquare account, your accounts will be displayed on the overview page in the **My Accounts** tile.

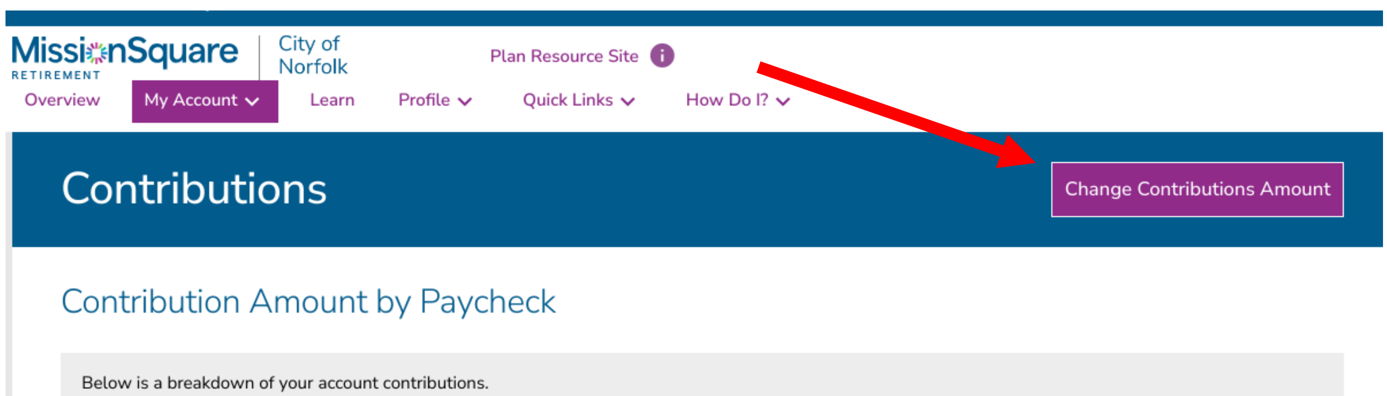
First, you will need to select an account. Simply click on the Actions icon next to the account name. This will display a pull-down menu.

Select **Contributions** from the pull-down menu.

Once you've selected an account, the **Plan Resource Site** button will appear.



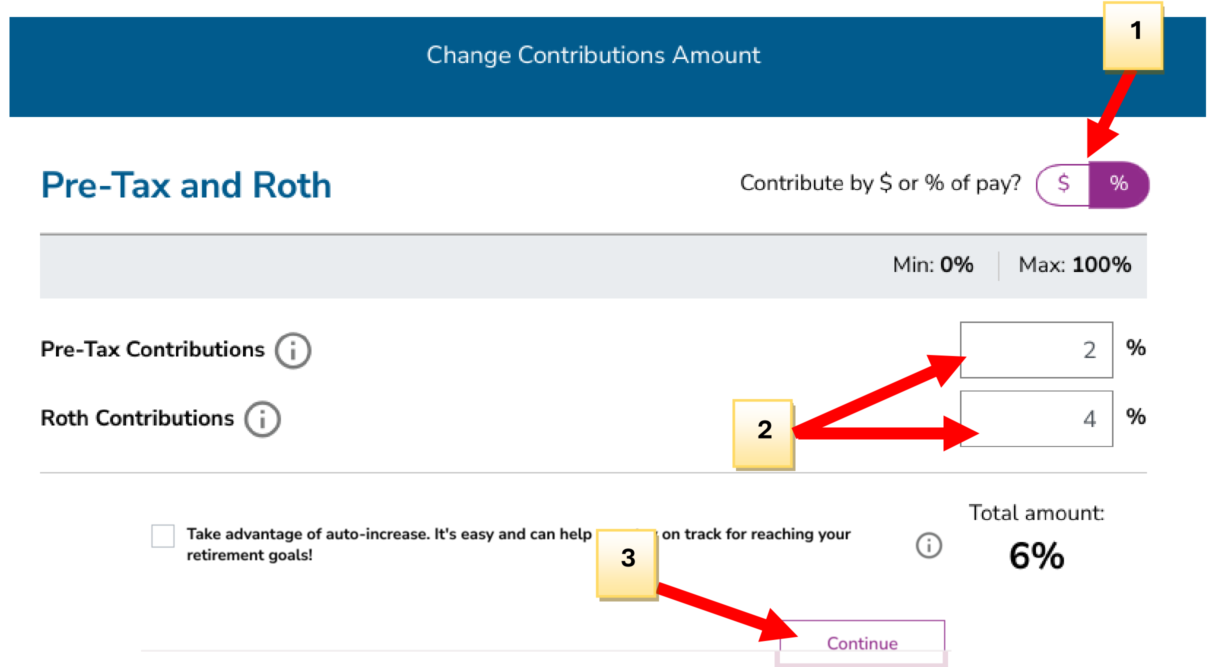
Select the **Change Contributions Amount** Button.



From the **Change Contributions Amount** page, you can choose to change the contribution dollar amount or the percentage amount. (1)

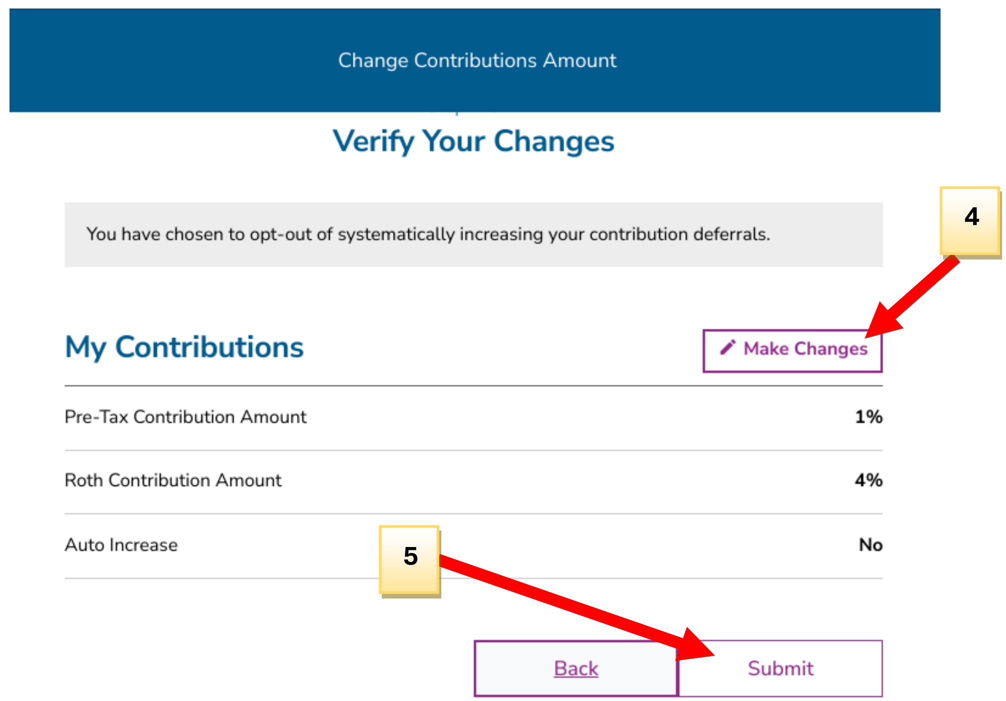
You can change your contribution amount by entering either the percentage or dollar amounts in the boxes. (2)

Once you are satisfied with your changes, select **Continue.** (3)



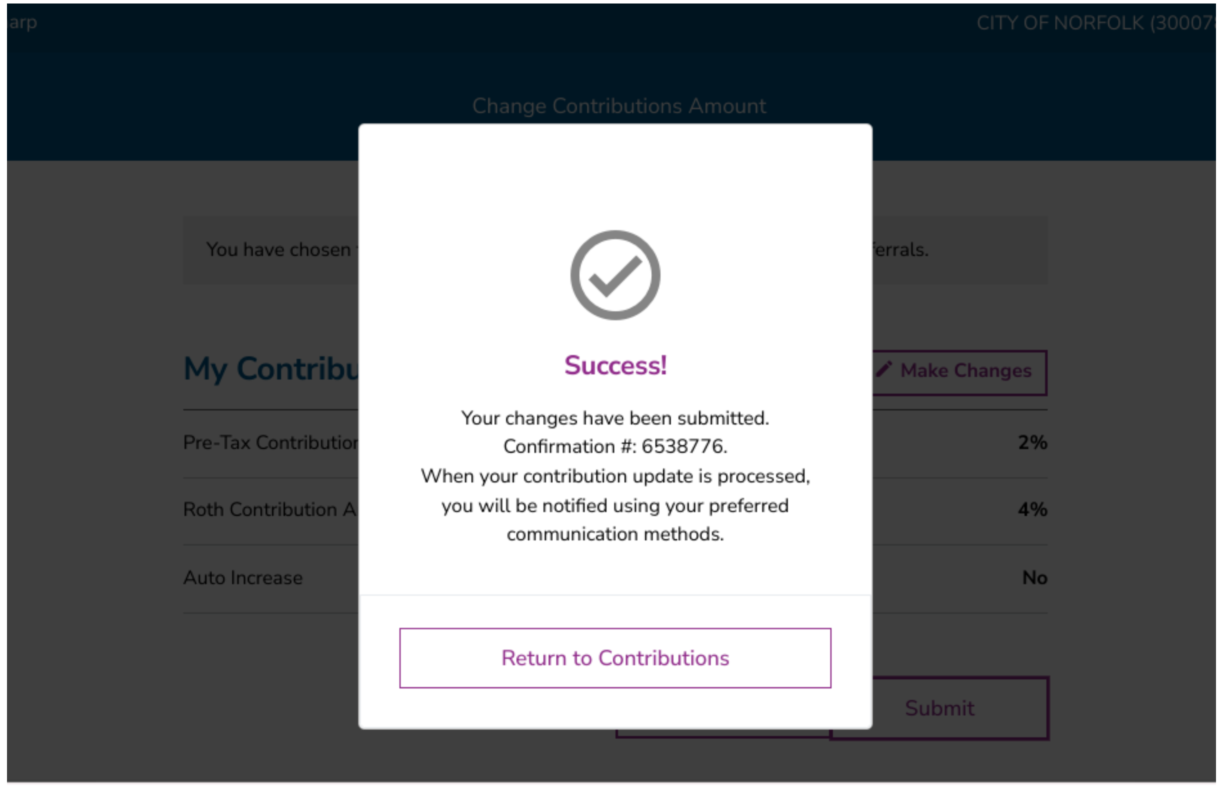
The **Verify Your Changes** page will appear. You can choose the **Make Changes** button if you need to edit your amounts. (4)

When you are satisfied with your contribution amounts, verify your changes by selecting **Submit.** (5)



Once your changes are submitted, you will receive a pop-up box that contains a confirmation number and message of **Success!**

Once your contribution update is processed, MissionSquare will notify you via your preferred communication method.



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