

# UPDATE PAYMENT INFORMATION IN ZEFFY

1. When you receive email confirmation of your donation, you will have the option to **activate** your Zeffy account. Activate your Zeffy account using the same email you used to make your donation.

Your CA\$ \_\_\_\_ donation has been received by Atzin Canada.  
You can activate your [Zeffy account](#) to track all your donations.  
You can also retrieve your [tax receipt](#) 🖱️ .

2. Once you are connected to your Zeffy account, select **My transactions** to see the details of your donations.

The screenshot shows the Zeffy account dashboard. On the left is a sidebar with the Zeffy logo and navigation options: 'Settings', 'My transactions' (highlighted), and 'My campaigns'. The main area is titled 'Transactions' and contains a table with three rows of donation data. Each row has a 'Date', 'Amount', 'Organization', 'Form', and a 'Manage' button. A red arrow points from the 'My transactions' menu item to the table, and another red arrow points from the 'Manage' button of the first row to the next step.

Date	Amount	Organization	Form	
12 Jul 4:49 PM	██████████	Atzin Canada	Donation Form	<a href="#">Manage</a>
24 Jun 10:33 AM	██████████	Atzin Canada	Donation Form	<a href="#">Manage</a>
24 May 10:33 AM	██████████	Atzin Canada	Donation Form	<a href="#">Manage</a>

3. Click on **Manage** if you wish to:
  - update your credit card information
  - change the amount of your monthly donation or
  - stop your donation.
4. Follow the instructions in the **window** that opens.

The screenshot shows a 'Transaction details' window. It is titled 'Transaction details' and has a close button (X) in the top left. The window is divided into sections: 'Donation Form' (Atzin Canada, atzincanada@gmail.com, phone number), 'My donation' (Monthly, New, Update amount, Stop), 'Payment method' (Card, Update), and 'Receipt' (Pending, info icon).