## **NPCA Supporter Hub Instructions**

The NPCA supporter hub will allow you to update your contact information, edit your email preferences, and change your Visa, MasterCard, Discover, Amex, or Bank Account monthly gift payment method and amount.

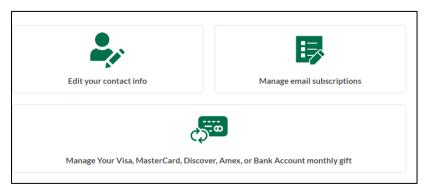
Step 1: Click on the supporter hub link: https://www.npca.org/supporterhub

**Step 2:** To sign in enter your email address. Click on "Email me a link to sign in". Please check your email and follow the instructions provided. Please check your spam folder if it does not appear in your inbox.



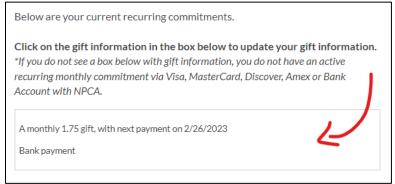
**Step 3:** When you receive the email, please follow the one-use link to login to your supporter hub. Please note, this link must be opened on the same device and in the same browser as you used to access the login page.

Once you are in the supporter hub, you can update your profile information, email preferences, and update your monthly gift Visa, MasterCard, Discover, Amex, or Bank Account payment method and amount by clicking on one of the icons below.



NPCA Member Services Center | Phone: 1-800-628-7275 | Email: <u>npca@npca.org</u> NPCA Member Services Center will respond between the hours of 8:30 am – 5:00 pm EST Monday - Thursday. How to update your monthly gift in the online support center:

- Click on "Manage Your Visa, MasterCard, Discover, Amex, or Bank Account Monthly Gift"
- When the pop-up appears, click on the gift information in the box to update your monthly gift.



- You will be provided with the option to update your gift amount and payment information. After your gift information is updated be sure to click on "**update.**" Note, that clicking on "cancel" will NOT cancel your monthly gift. You will need to contact Member Services at the number below to cancel your gift.
- To add a new payment method: Click on "Add" then add your new payment method, click on "Add."
- To change your payment method or card, click on the account you would like to update, then click on "update."

# **Frequently Asked Questions:**

## Can I cancel my monthly gift in this online support center?

Unfortunately, the option to cancel your Visa, MasterCard, Discover, Amex, Bank Account or PayPal monthly donation is not yet available in this online support center. To cancel your monthly gift please contact the NPCA Member Services Center at the phone or email address listed below.

## Can I lower my monthly gift amount?

Currently there is not an option to allow for downgrades to be accepted through this online support center. To lower your monthly gift amount please contact our Member Services Center via phone or email listed above.

## **NPCA Member Services Center**

## Phone: 1-800-628-7275

Email: <u>npca@npca.org</u>

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