

How to Update Your NPCA Monthly Giving Payment Information Online

1. Visit www.npca.org/servicecenter. This will open a web page where you can log in to see and update your monthly giving information.
2. Login with your user name and password. Your user name is usually your email address. If you do not know your password, click the **Forgot Password?** link. You can then request an email that will allow you to reset and choose a new password. It may take several minutes for the password reset email to arrive in your inbox.
3. After you log in or reset your password, the Service Center page should load. If it doesn't, click on the **Service Center** link if visible or visit www.npca.org/servicecenter. It may take a short time for your monthly giving information to load depending on your Internet connection.
4. From here, click the [**view details**] link and then click the [**edit**] link in the Payment Method area to update your credit card information. Be sure to click the "Update Payment Information" button at the bottom of the screen to save your changes.
5. When you are finished, visit www.npca.org/logout to end your session and go to the NPCA home page.