

Donorbox Monthly Subscription

Hello! First, *thank you* for setting up a monthly subscription to Dharma Heart Zen. This type of donation really helps the sustainability of the sangha by helping to forecast finances and inform planning.

Changing the monthly subscription amount requires it to be cancelled and set-up again. The whole process should take less than 10 minutes and can be done through PayPal online or using your iPhone. Remember you can always review your monthly subscription at [donorbox.com](https://www.donorbox.com) by logging into your account there, but PayPal does not allow users to change/cancel their subscriptions directly through Donorbox. Following are steps for iPhone or online access:

Here are the steps using your iPhone:

1. Open the PayPal app
2. See icons at the bottom: click “\$Payments”
3. See tabs at top: click “Bills”
4. See Dharma Heart Zen among your list of bills: select “Dharma Heart Zen”
5. See Activity and Manage slider at top: select “Manage”
6. Scroll to the bottom and select “Cancel this autopay”
7. Go to the Dharma Heart Zen website Dana page and set up a new Monthly donation subscription with desired amount:
<https://www.dharmaheartzen.com/dana>

Here are the steps at PayPal online:

1. Login to your account at <https://www.paypal.com/>
2. Scroll down to “Recent Activity” section
3. Find “Recurring payment to Dharma Heart Zen” among your list of payments and select
4. Under Transaction Details, select “View Recurring Payment Details”
5. Scroll to bottom of page and select “Remove PayPal as payment method”
6. Click “Remove” button
7. Go to the Dharma Heart Zen website Dana page and set up a new Monthly donation subscription with desired amount:
<https://www.dharmaheartzen.com/dana>

For assistance, email Shelly at squirrelhughes@gmail.com