



Together we care.

How to delete/cancel your recurring Credit Card or PayPal donation

SUNCARES

WITH



United Way

Get involved with
SunCares through
volunteering and
the United Way.



Step 1: Sign into your SunCares account

- Sign into your SunCares account through the [Core](#) or [suncor.com](#).
- Once on your dashboard, scroll down and select “My donation activity” to view your upcoming donations.

The screenshot shows the SunCares dashboard interface. At the top left is the SUNCOR logo. At the top right, it says "MY GIVING ACCOUNT" and "CA\$0.00". Below the logo is a large photo of a group of people in SunCares shirts. To the right of the photo is a sidebar with "UPCOMING DC Credit Card To be processed" and "2017 PERSONAL Total Donations This Year's Donations Total Volunteer". Below the photo is a navigation bar with four buttons: "My Dashboard" (highlighted with a red circle), "Make a Donation", "Volunteer", and "What's New". Below the navigation bar is a yellow box with instructions for recurring payroll donations. Below that is the "My Dashboard" section with four tabs: "MY DONATION ACTIVITY" (highlighted with a red circle), "MY VOLUNTEER ACTIVITY", "MY FAVORITE CAUSES", and "GETTING STARTED". Under "MY DONATION ACTIVITY", there are three sub-tabs: "Upcoming Donations" (highlighted with a red circle), "Donation History", and "Donation Receipts". Below the sub-tabs is a section titled "Recurring Credit Card / PayPal Donations" with a "More Info" link. It shows a list of donations that will be processed on Oct 27, 2017. The first donation is for "UNITED WAY CALGARY" with a "United Way Calgary and area" logo, "Canada", and "CA\$10.00" amount. It is marked as "Recurring, Per Month" and has a "CANCEL DONATION" button (highlighted with a red circle).

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Step 2: Delete/Cancel your recurring donation

- Select “Cancel donation” under the upcoming Credit Card or PayPal donation you would like to cancel/delete.
- Select “Cancel Donation”
- When you cancel your Credit Card or PayPal donation you will be returned to your Dashboard



MY GIVING
ACCOUNT

CA\$0.00 ▾

Hi Stephanie | ▾  Help • Manage

My Dashboard

Make a Donation

Volunteer

What's New

Quick Links ▾

Search

Click the 'Cancel Donation' button to permanently cancel this donation. If you wish to change the amount of the donation please cancel this donation and create a new one.

Cancel Donation

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How to re-enter a recurring Credit Card or PayPal donation

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Credit Card and PayPal Donations

Please note for recurring Credit Card and PayPal donations:

- Enter the amount you wish to donate each month, **NOT** an annual total
 - e.g. A \$10 donation per month = \$120 per year so you enter \$10 as your recurring donation
- Recurring Credit Card and PayPal donations are processed on the 27 of every month.
- You can cancel your recurring Credit Card or PayPal donation at any time. However, you need to cancel **before** the 26th of the month.
- You cannot edit an existing recurring donation. Instead you must cancel it and then enter a new donation. This must be done **before** the 26th of the month.

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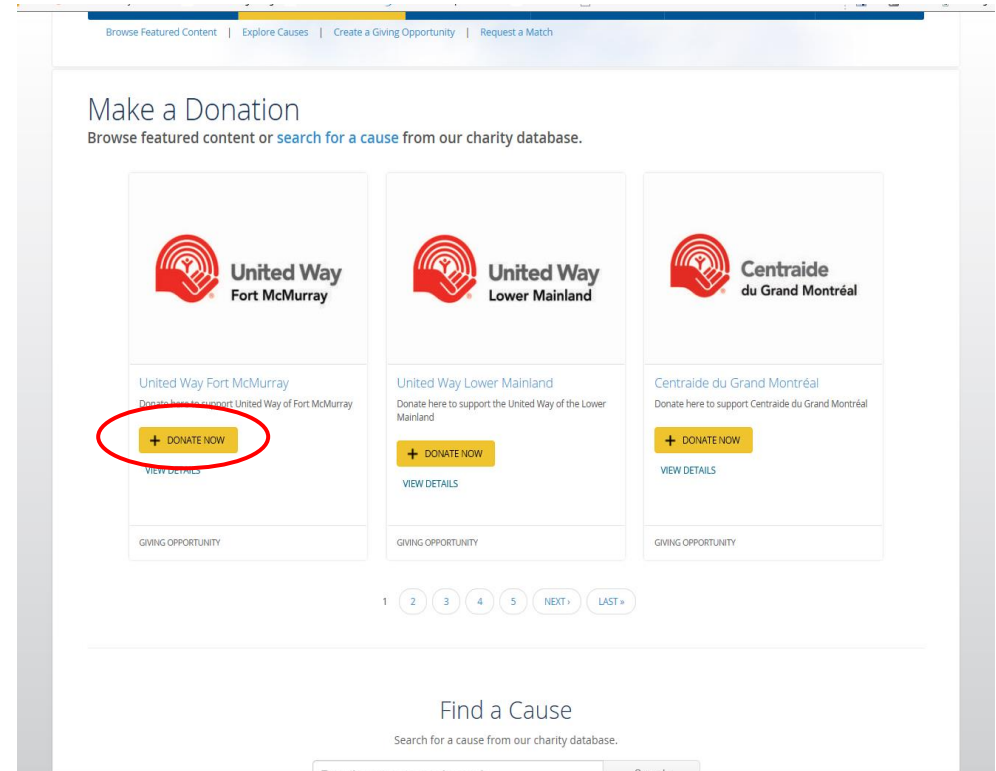
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How to enter a recurring Credit Card or PayPal donation

- Click on “Make a Donation” tab
- Select “Donate Now” option under the organization of your choice



Donate Now – how to complete the donation form

Recurring Donations: Credit Card and PayPal

- Enter the recurring donation amount you would like to have charged to your Credit Card or PayPal account. This is the monthly amount that will be charged to your Credit Card or PayPal account.
- Select “Recurring” under “Choose a Donation Frequency”.
- Select either “Credit Card” or “PayPal”
- Donations are deducted once a month until you edit or cancel your recurring donation.
- Once you have entered all your donation information, select “Next: Confirm Donation”

NEW DONATION TO
United Way Calgary

Enter a Donation Amount in CAD

10

CONVERT CURRENCY

Choose a Donation Frequency

One-time

Recurring

Choose a Payment Method

Giving Account Balance

Payroll Deduction

PayPal

Credit Card

Frequency NOTES

You have selected a recurring monthly Credit Card donation – not an annual total. A deduction will occur once a month on the 27th of the month for the amount entered above.

Add Your Comments

Your comment to the cause/causes (optional):

You may choose to send a message to this charity along with your gift. Please note that specific instructions on the use of these funds are not binding for the recipient. Your first and last name will be included with any optional comments you choose to add.

Next: Confirm Donation

Completing your donation

- Review your donation details to ensure accuracy and click “Submit”
- Thank you for supporting your communities and participating in the Together we Care campaign!

NEW DONATION TO
United Way Calgary

Please Confirm Your Donation

Donation Amount
CA\$10.00

Donation Frequency
Recurring - Every Month

Payment Method
Credit Card

Payment/Frequency Notes
This recurring Credit Card deduction will occur on the 27th of each month until such a time as you choose to edit or stop the donation.

Donation Comments
No comments entered.

[Make changes to this donation](#)

Please Confirm Your Donation: I consent to conduct this transaction by electronic means and understand that selecting the "Submit Donation" button below constitutes my voluntary request and authorization to complete the requested transaction.

Submit Donation