



OLD



Pushpay[®]

NEW

Cancel Recurring Gifts in OSV

After you have successfully set up your new recurring gift in Pushpay, please do the following to cancel donations in OSV.

Step 1: Visit the old OSV giving site at:

<https://osvhub.com/saintjoseph Tacoma/funds>

Step 2: Click Sign-in (upper-right corner).

Step 3: Enter your email address and password.

Step 4: Click My Gifts from the top menu.

Step 5: Find Upcoming Gifts in the middle of the page and click the three dots in the upper-right of the next upcoming gift.

Step 6: Choose Cancel Gift from that menu.

Step 7: In the next window, type "Cancel" to confirm your choice.

Step 8: Click Cancel Gift.

You will need to do this for upcoming recurring gifts until the area is empty. You should also delete all saved payment options to ensure there are no future charges.