

## **INSTRUCTIONS FOR CONVERTING YOUR ONLINE GENERAL SUPPORT TO CHILD SPONSORSHIP**

You will need to stop your recurring General Support and start a new recurring Child Sponsorship. Please follow these easy step-by-step instructions which will take approximately four minutes from start to finish.

1. Each month you receive an email receipt from Acceptiva for your monthly recurring General Support donation to Niños de Baja. Go to your email and locate a recent email receipt. The email subject line will read: *Your Recurring Homes for Orphans of Mexican Extraction Receipt*. Open this email now.
2. In the text of the receipt you will see the sentence which begins with: To update your payment or personal information online click here: [Link]. Click the link to access your payment and personal information on Acceptiva's secure website.
3. You will be directed to Acceptiva's Welcome page. Click on Manage Recurring Data.
4. You will see several sections in which to edit your payment or personal information. To stop your current General Support, locate the heading Recurring Status and click on [Edit this Section].
5. Select the button: Inactive, stop recurring charges, then click Update Recurring Status Info.
6. You will be directed to Confirm Recurring Status Changes. Verify that the recurring status has been changed to: Inactive, stop recurring charges. Click on Save Recurring Status Changes. Now click Exit. You have now successfully stopped your recurring online General Support.
8. Now go to the Niños de Baja website at [www.NinosdeBaja.org](http://www.NinosdeBaja.org) and click the link on the left of the web page Sponsors & Special Friends.
9. Click on I want to sponsor a child with automatic monthly withdrawal. This will take you to the Acceptiva New Sponsorship page for Niños de Baja. Complete this form and you have successfully started your sponsorship!

If you have any questions please email Linda Punaro at [Linda.Punaro@gmail.com](mailto:Linda.Punaro@gmail.com) or call her at (805) 368-9888 for assistance in this process. Thank you and God bless you!