

HOW TO edit your district remittance address

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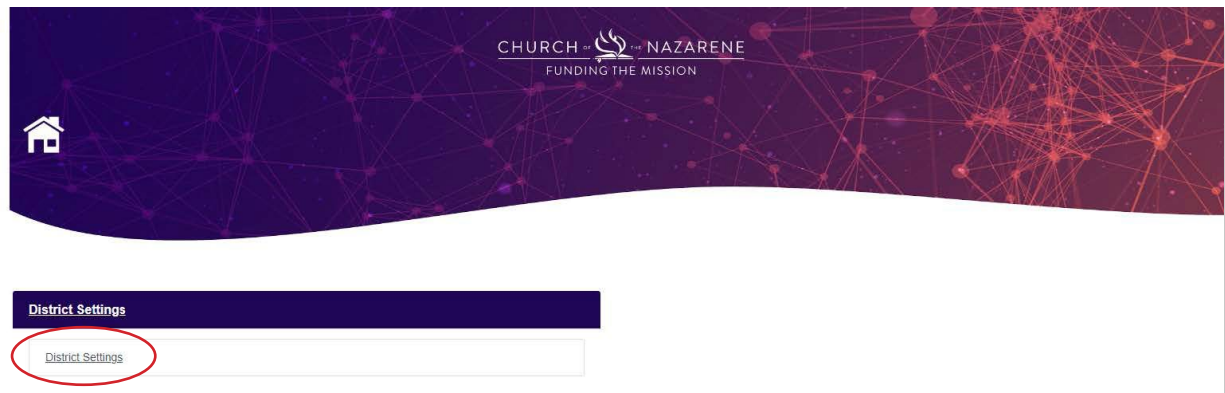
3

Click on "District Settings."



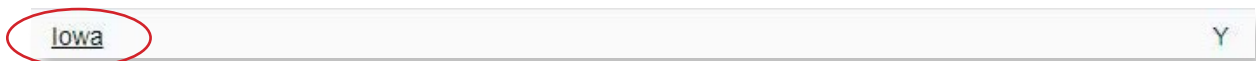
4

Click again on "District Settings."



5

Click on the name of your district. Example: Iowa



6

Click on "Edit."

Iowa		Edit Close	
2023			
Org Number	23	Default WEF Calc	Income Based
Active	<input checked="" type="checkbox"/>	Payment Processor URL	https://engage.suran.com/iowanazarene/s/login Test

7 Update the contribution mailing address, and then click "Save."

The screenshot shows a web form for updating contribution information for 'Iowa' in 2023. The form includes fields for 'Org Number' (23), 'Active' (checked), 'Default WEF Calc' (Income Based), and 'Payment Processor URL' (https://engage.suran.com/iowanazarene/s/login). The 'Contribution Mailing Address' section contains fields for Line 1, Line 2, Line 3, City, State (IA), Zip, and Attention (District Treasurer). The 'Save' button in the top right corner is circled in red.

8 Click on "Close" twice.

This screenshot is identical to the previous one, showing the 'Iowa' contribution form. The 'Close' button in the top right corner is circled in red.

9 Click on the home icon to return to the homepage.

