



Hello Valued Donor,

Thank you for your support of Servant Partners. We are thankful for your generosity in support of our ministry.

After your first donation to Servant Partners has been fully processed (2-3 business days after your online donation or after a check has been received), you will have access to our donor portal.

The Donor Portal is available through our donation software provider and is available in English only.

You can use the donor portal for changes to your contact information and/or donations. Alternatively, you can always contact the office at giving@servantpartners.org or 626-398-1010 and we can also help with those changes if you prefer.

First Time Login:

For your first time logging in, you will need to use your **first and last name**, and your **email address**, as listed in the Servant Partners database. This email has been sent to an email associated with your account. If your email address is associated with more than one account (church/business/spouse and your own), you will get an error message. Please try a different email, or send an email to giving@servantpartners.org and the office can assist you.

Click on this link: [Servant Partners Donor Portal](#)

Select "Sign in with Email" and use your primary email address.

You will be emailed a confirmation code to that email address. If the box to enter the confirmation code does not appear right away, try refreshing the webpage. After you enter the confirmation code, you will set up a password. After you set up your password, it may take 5-10 minutes for the system to process your new login credentials. Please be patient during this process, and if it does not take you to the portal immediately, try again after a few minutes. These delays should only happen during your first time logging in.

Once you are in Donor Portal, you will be able to do the following:

View lifetime Giving History

View and update Recurring Gifts

View and update Payment Methods* (Credit Card and Bank Payment)

View and update Donor Profiles (Personal contact information)

*Please note: If a recurring gift was initiated in the old system, it will not have the payment method saved, and you will not be able to update that gift. However, the gift will be visible in the Giving section.

We hope that you find the donor portal convenient and helpful. Please reach out to us if you have any questions, giving@servantpartners.org or 626-398-1010.

Thank you again for your support!