
How to Manage Your Contributions

ICT Contributor Portal — Step-by-Step Guide

Thank you for supporting ICT! You can manage your contributions through the ICT Contributor Portal. This guide walks you through how to access your account and how to change your billing details, update your payment method, or cancel a contribution.

Getting to Your Account

1

Go to the ICT Contributor Portal

Open your web browser (Chrome, Safari, Firefox, or Edge) and go to:

ictnews.fundjournalism.org/portal/

You can type or paste this address directly into your browser's address bar.

2

Enter your email and request a magic link

Type the email address you used when you originally made your contribution into the **Email Address** field. Then click the red **"SEND MAGIC LINK"** button.

Tip: This is the same email address where you receive your ICT donation receipts.

Welcome to the ICT Contributor Portal

Thank you for supporting our community. To access your contributions, enter the email used for contributions below and we'll send you an email with a magic link.

Email Address

support@email.com

1. Enter your email

SEND MAGIC LINK

2. Click this button

3

Check your email inbox

You will see a message on screen that says **"Email Sent!"** Now go to your email inbox and look for a message from **News Revenue Engine** with the subject line **"Manage your contributions."**

Tip: If you don't see the email within a few minutes, check your Spam or Junk folder.

Welcome to the ICT Contributor Portal

Email Sent!

An email has been sent to you containing your magic link. Click on your magic link to view your contributions.

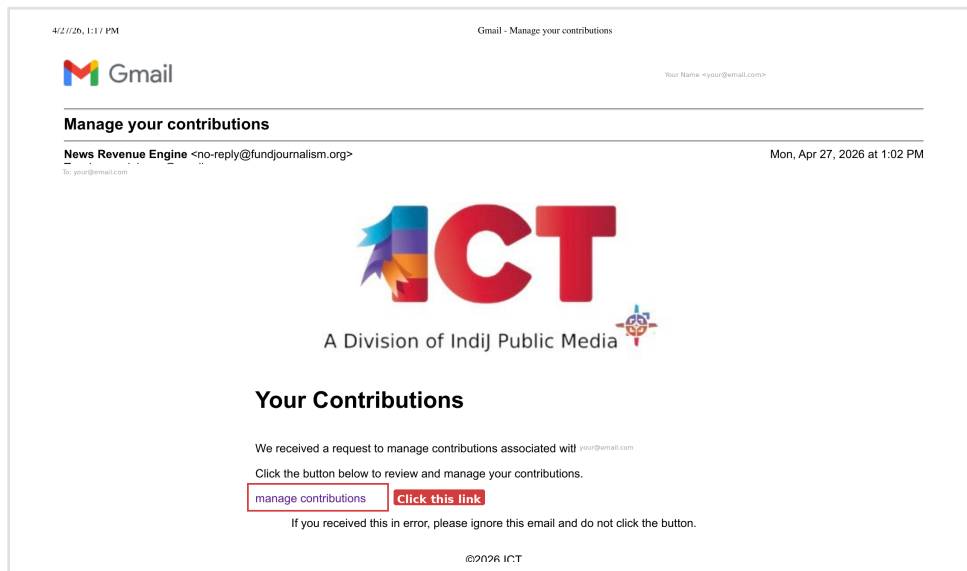
(It's safe to close this tab)

You'll see this message

4

Click "manage contributions" in the email

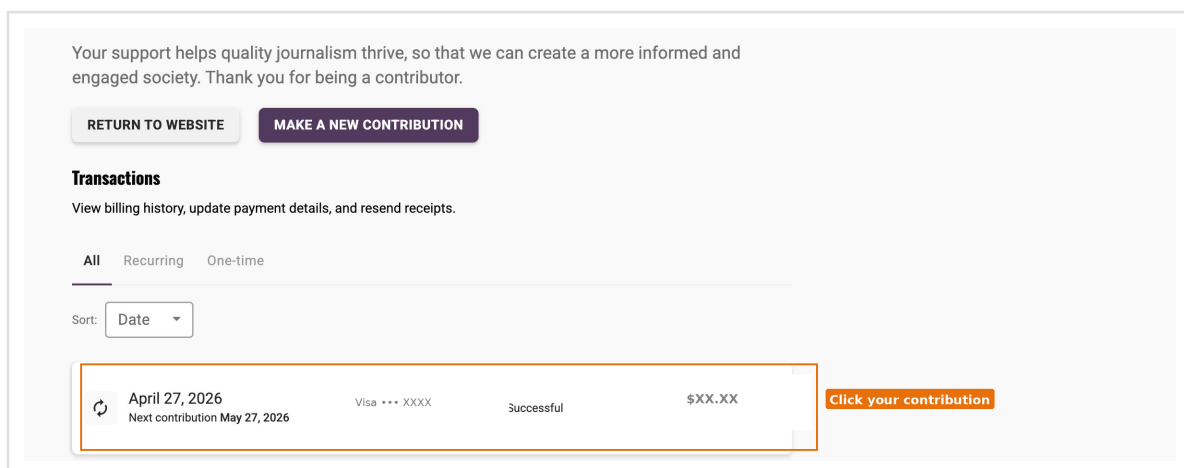
Open the email from News Revenue Engine and click the **"manage contributions"** link. This will take you to your contributions page.



5

Select the contribution you want to manage

You will see a list of your transactions. Click on the contribution you would like to manage. A **"Billing Details"** panel will appear showing your current billing and payment information.



What You Can Do

Once you've selected a contribution and the Billing Details panel is open, you have three options:

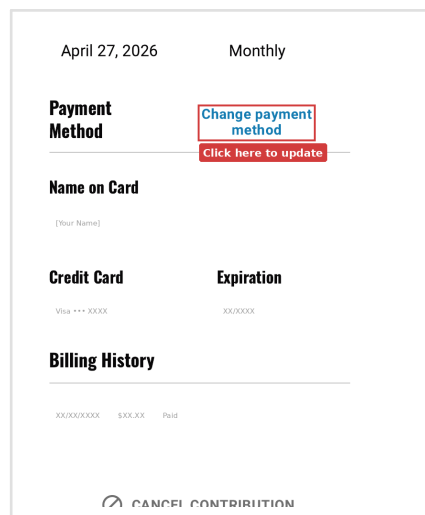
A. Change Your Billing Details (Amount or Frequency)

To change your donation amount or billing frequency, click the **"Change billing details"** link at the top of the Billing Details panel. Follow the on-screen prompts to update your amount or frequency.



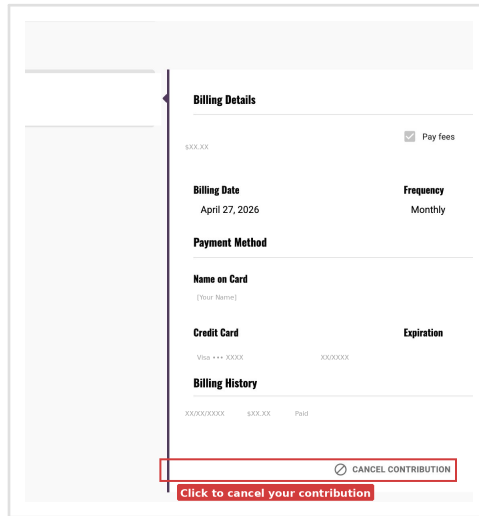
B. Change Your Payment Method

To update your credit card or payment method, scroll down to the **Payment Method** section in the Billing Details panel. Click the **"Change payment method"** link and follow the on-screen prompts to enter your new card information.



C. Cancel a Contribution

To cancel your recurring contribution, scroll to the bottom of the Billing Details panel and click **"CANCEL CONTRIBUTION."**



The image shows a 'Billing Details' form. At the bottom, there is a button labeled 'CANCEL CONTRIBUTION' with a red outline. Below this button is a red text label that says 'Click to cancel your contribution'.

Billing Details

\$XX.XX ☒ Pay fees

Billing Date
April 27, 2026

Frequency
Monthly

Payment Method

Name on Card
[Your Name]

Credit Card
Visa *** XXXX XXXXXXX

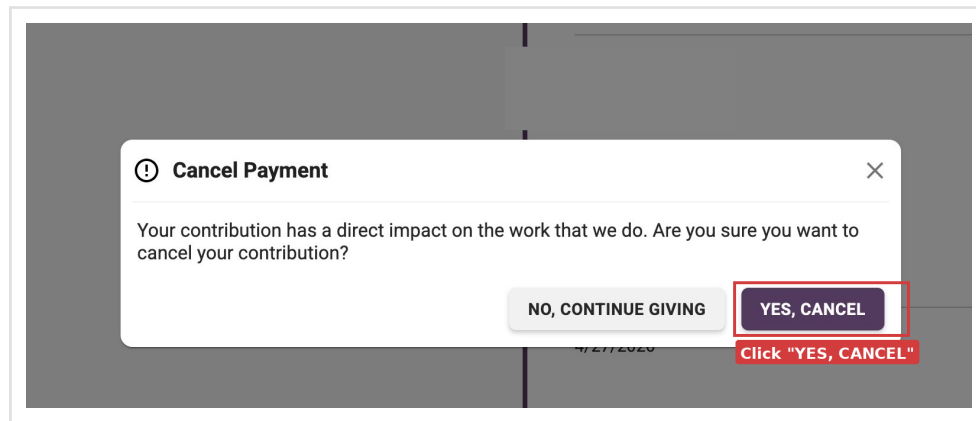
Expiration
XX/XXXX

Billing History

Amount	Status
XXXXXX	Paid

Click to cancel your contribution

A confirmation dialog will appear. Click **"YES, CANCEL"** to confirm the cancellation.



The image shows a 'Cancel Payment' dialog box. It has a title bar with a close button (X). The main text asks for confirmation to cancel the contribution. There are two buttons: 'NO, CONTINUE GIVING' and 'YES, CANCEL'. The 'YES, CANCEL' button is highlighted with a red outline, and a red text label 'Click "YES, CANCEL"' points to it.

Cancel Payment [X]

Your contribution has a direct impact on the work that we do. Are you sure you want to cancel your contribution?

Click "YES, CANCEL"

Need Help?

If you run into any issues or have questions, please don't hesitate to reach out to us at development@ictnews.org. We're happy to help!