

# How To Manage Your NPAT Membership and View Your Donation History

NPAT uses an “email access” system instead of having a login and password. We hope this is more convenient for you – who wants to remember yet another password?!

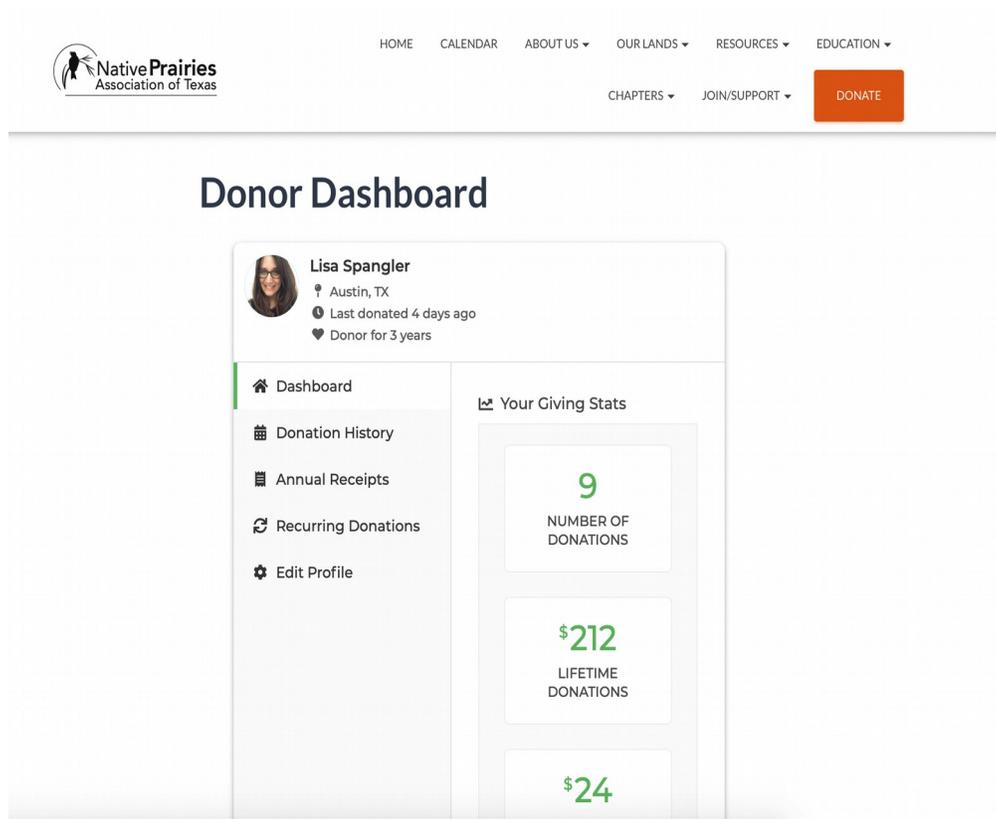
Here’s how to use it:

1. Start by going to <https://texasprairie.org/dashboard/>
2. Type in your email address. If you do not remember your email address please contact us. <https://texasprairie.org/contact/>
3. You will receive an email with the subject “Access your NPAT Dashboard”. You may need to check your spam folder or just search your mail for “dashboard”. It usually just takes a few minutes.
4. Click the link in the email to go to the website. **This link is valid for 7 days.** If it has expired just request a new link.

Note: If you would like to change your email address please let us know.

Once you have received the email, click on the link in the email.

You should see something like this:



To update memberships that are set to auto-renew or manage recurring donations, click on “Recurring Donations”, then view, manage or cancel the one you’d like. (More on the next page.)

**Lisa Spangler**  
Austin, TX  
Last donated 4 days ago  
Donor for 3 years

Dashboard  
Donation History  
Annual Receipts  
**Recurring Donations**  
Edit Profile

4 Total Subscriptions

**\$5.42 / Monthly**  
Monthly Sustaining Membership  
● Active  
October 15, 2021  
1 / Ongoing

ID: **View**    **Manage**    **Cancel**  
3738SubscriptionSubscription Subscription  
→                    →

If you do not see the options to manage or cancel your membership, **check to make sure that the membership is active**. Note that once a membership has been cancelled or has expired you cannot make changes. **You'll need to first logout of the donor dashboard** and then start a new membership at <https://texasprairie.org/join/>. The logout button can be found at the bottom of the dashboard:

ID: 3738    View Receipt →

**\$5.42**  
Monthly Sustaining Membership  
September 15, 2021  
2:51 pm  
● Complete

ID: 3737    View Receipt →

Showing 1 - 3 of 11 Donations >

Logout

From the manage screen you will see a box to update your credit card number:

Dashboard

Donation History

Annual Receipts

Recurring Donations

Edit Profile

### Manage Subscription

Subscription Amount

Custom Amount

Custom Amount

\$5.42

Payment Method

Card number MM / YY CVC

Update Subscription

## Troubleshooting:

If you see a message like “Your access token has expired. Please request a new one.”, then click on the “Confirm Email” button at the bottom of the dashboard and you will receive a new link.

Error: Your access token has expired. Please request a new one.

ID	Date	Amount	Details
3738	September 15, 2021	\$5.42	<a href="#">View Receipt »</a>
3737	September 15, 2021	\$5.42	<a href="#">View Receipt »</a>
2503	February 28, 2020	\$128.12	<a href="#">View Receipt »</a>

For security reasons, please confirm your email address [redacted] to view your complete donation history.

[Confirm Email](#) Email Sent!

If you have any questions or need help, please do not hesitate contact us. <https://texasprairie.org/contact/>

**Thank you for supporting NPAT! We couldn't do this without you.**