Changing Your Payment Processor Password in the DMS

Last Modified on 10/15/2025 3:27 pm EDT

Donor Management System

You can access the DMS payment processor's portal anytime (using the login information given to you upon signup) to find additional reporting about your charity's live transactions. However, if you've changed your password for the payment processor portal, you'll also need to change it in the DMS to ensure you can continue processing live transactions. Follow the steps below to change your payment processor password **in the DMS** to match what's used in the payment processor.

–> Learn more: Understanding Live Transactions (DMS Payments)

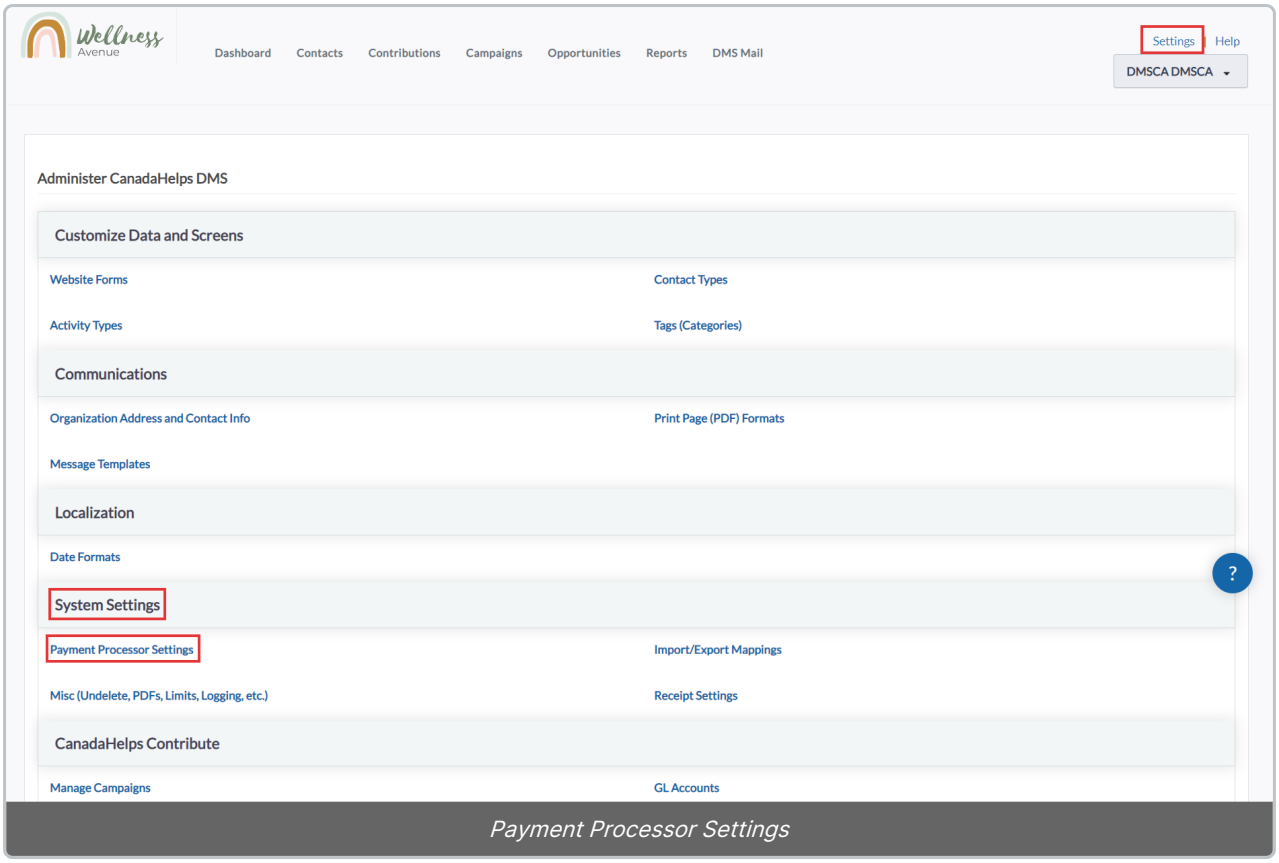
Table of Contents:

- Changing Your Payment Processor Password in the DMS
- Next Steps

Changing Your Payment Processor Password in the DMS

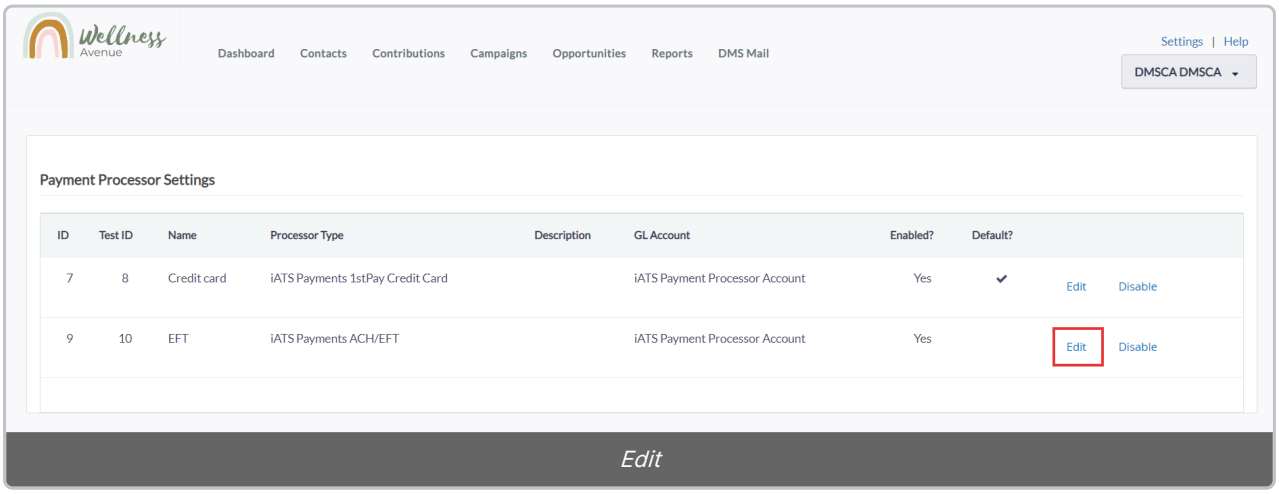
1. Visit your ***administrative Settings***

2. Under ***System Settings,*** select ***Payment Processor Settings***



Payment Processor Settings

3. Under ***iATS Payments ACH/EFT,*** select ***Edit***

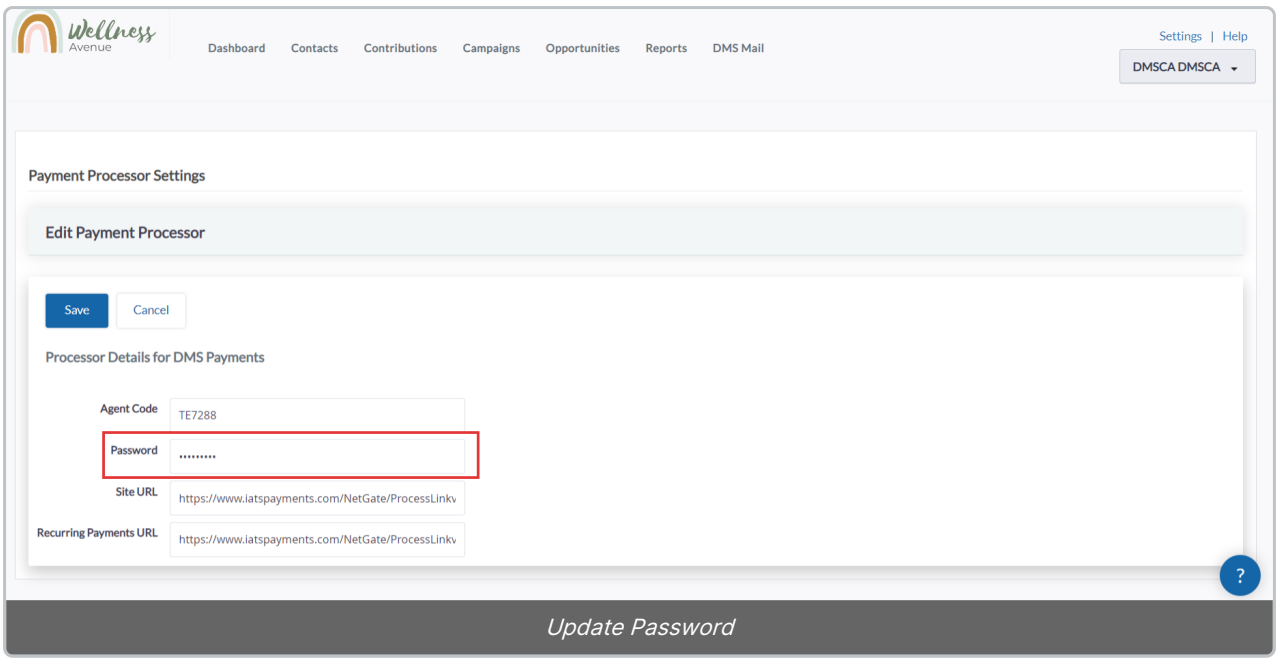


Edit

4. On the next page, you will see more information about your DMS Payments Processor

Important: For security reasons, do not update/remove any information on this page other than your password.

5. Under ***Processor Details for DMS Payments***, add your **new password** and select ***Save.***



Update Password

Next Steps

Once you've updated your Payment Processor password in the DMS, you may want to check out how to update a Contact's Recurring DMS Payments.