

Setting up auto-pay

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The below steps will guide you through setting up auto-payment on your membership account. Saving a credit card or ACH account to your membership profile allows you to settle outstanding invoices easily as well as giving you the ability to charge a debit or credit card at the facility without you needing to present your card.

Adding a Credit or Debit Card:

Step 1: On the left-hand navigation menu select “Set Up Auto-Pay” (1) and then along the top navigation bar select “Add New Card” (2).

Step 2: You'll be prompted to input your name, card details, address, and a phone number -if required (3).

Step 3: After filling out the details select "Add this card to Auto-Pay" (4).

Adding an ACH account:

Step 1: On the left-hand navigation menu select "Set Up Auto-Pay" (1) and then along the top navigation bar select "Add ACH Details".

Step 2: You'll be prompted to input your name, ACH details, and address information (3).

Step 3: After filling out the details select "Add Account" (4).

Relevant Articles:

- [Making a one-time payment](#)
- [Registering for the member portal](#)