

# Setting up auto-pay

- ∧ Table of contents
- Article Contents:
- Adding a Credit or Debit Card:
- Adding an ACH account:
- A Relevant Articles:

### **Article Contents:**

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).

	SETTINGS / AUTO PAY SETTINGS						
	Saved Card	Add New Card	Add ACI	H Details			
			3	Name on Card			
PURCHASE HISTORY				Enter Credit Card Number			
PAYMENT HISTORY				Expiration Date		CVV Code	
 ද <u>ි</u> රි Settings				Address	Year	Zip Code	
SET UP AUTO-PAY				Address Phone Number		Zipcode Credit/Debit Card	
	4			Phone Number Add this Card to Auto Pay		Credit	

**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".

SETTINGS / AUTO PAY SETTINGS											
	Saved Card	Add New Card 2 Add ACH Details									
	Business Account			Account Type:	<ul> <li>Checking</li> </ul>	O Savings					
	Name:	First Name	Last Name	Bank Account Info:	XXXX - XXXX - XXXX - XXXX						
PAYMENT HISTORY	Routing No:			Street Address:							
	City:			State:	Zip Code:						
	Add Account										
BOOK TEE TIME											

**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:**

- <u>Making a one-time payment</u>
- <u>Registering for the member poral</u>