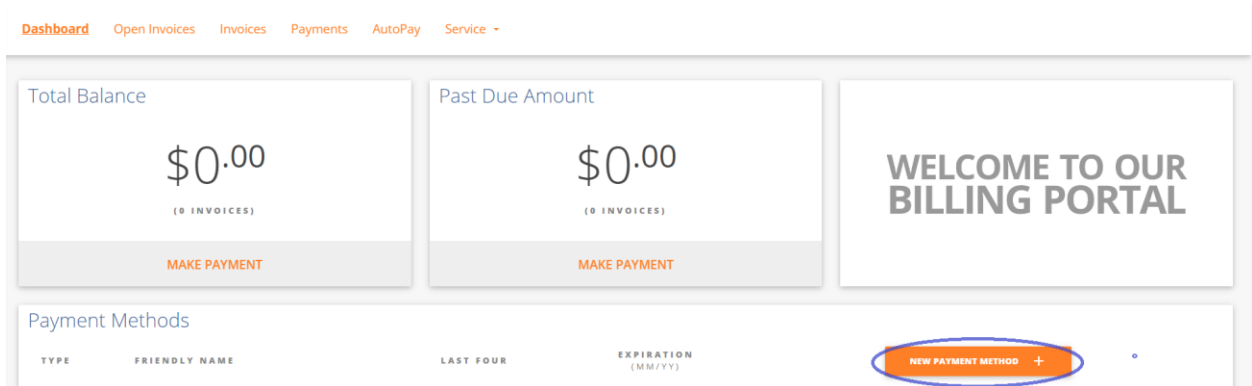
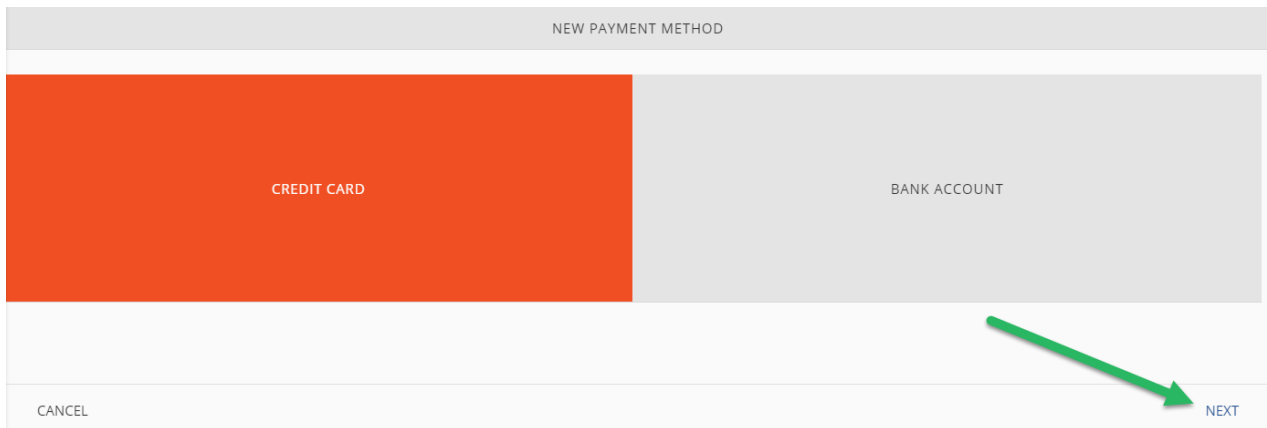


## SETUP A PAYMENT METHOD:

Log into the billing portal. In the “Dashboard” section of the site, find “Payment Methods”. Click “New Payment Method”




Click or tap to toggle between the Credit Card or ACH (Bank Account) options, and then proceed with "Next".




The "Friendly Name" is simply the title of the payment information for easy recognition used by the portal.

- Ex. "Bob's Primary Card", "Mary's Business Visa"
- Be sure to click "Next" when all the fields are valid.

**CREDIT CARD**

Friendly Name  Credit Card Number


Primary Amex 375811111111115 

First Name Last Name Month Expiration Year Expiration

Randy Marsh 06 2022



Card Reader



Off  On

CANCEL BACK  NEXT

OR if you choose “Bank Account” instead of “Credit Card”, below is a screenshot for bank account information:


**BANK ACCOUNT**

Friendly Name  Routing Number  Confirm Routing Number

Account Name  Account Number  Confirm Account Number



Account Type Account Holder Type

Checking  Savings  Business  Personal



CANCEL BACK  NEXT

Fill in the address information if required.




**CREDIT CARD**

Address  Phone Number 


28201 E. Bonanza St.

Address Line 2  Email Address 

randymarsh@gmail.com

City  State/Province  Postal Code 

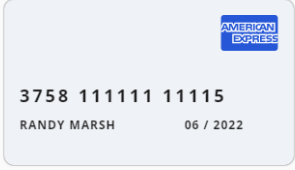
South Park CO 80440

CANCEL BACK  NEXT

Check-mark the box to authorize the addition of the payment method. Note: Clicking "Submit" does NOT process a transaction!

CREDIT CARD

## Summary



3758 111111 11115  
RANDY MARSH 06 / 2022

ADDRESS  
28201 E. BONANZA ST.  
SOUTH PARK, CO 80440

I authorize the use of this payment method to settle transactions in this portal.

CANCEL BACK SUBMIT

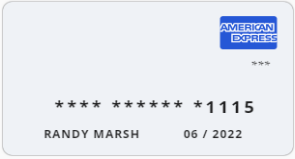
Once submitted, you should see a success confirmation that the payment method was added.

This is then stored in the secure, PCI compliant, **Customer Vault\***.

SUCCESS

## SUCCESS

Primary Amex was successfully added.



\*\*\*\* \*1115  
RANDY MARSH 06 / 2022

DONE