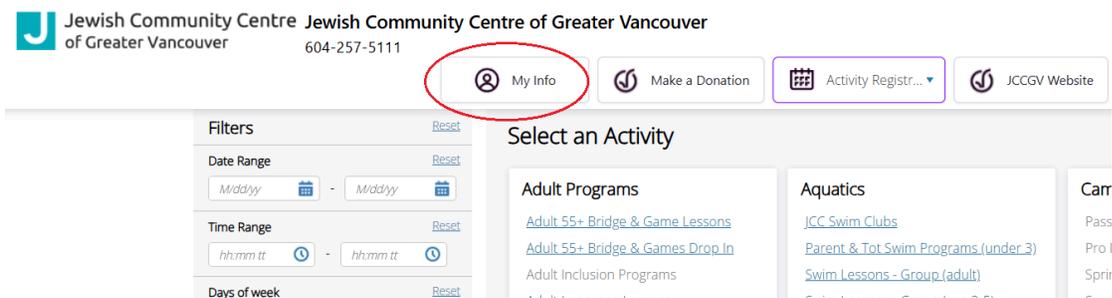


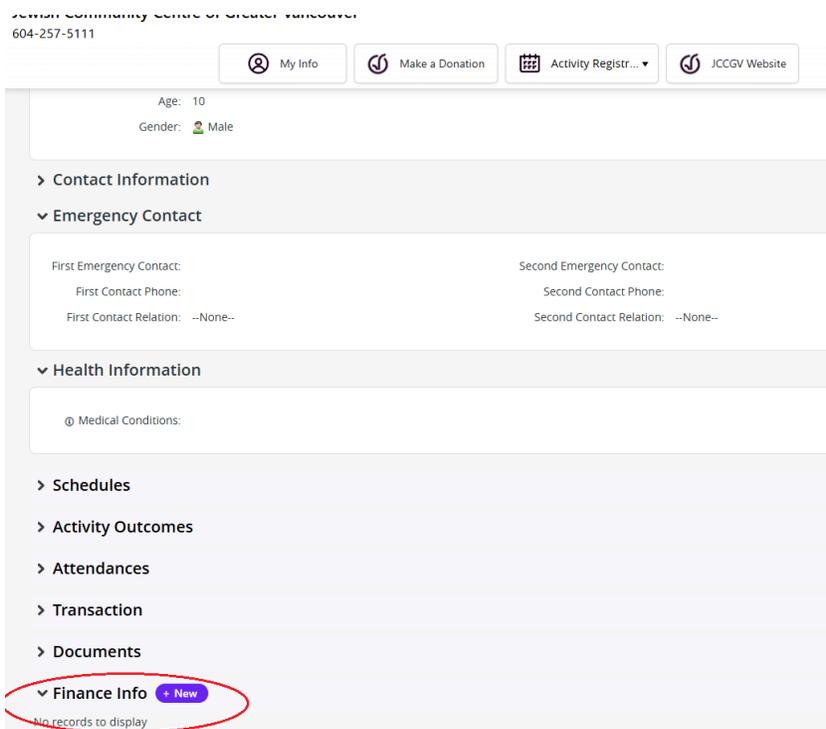
# How to Add Credit Card or EFT in the New System

To ensure a seamless experience for future registrations and automatic billing, please add your credit card or EFT payment information in the system.

- Log in to your account.
- Go to **My Info** in the top navigation.



- In your profile, scroll to the bottom and open the **Financial Info** section.



- Click **“New”** to add a payment method.
- Enter your **Credit Card** details. Please check the **“Default”** option if you want to use this as default payment method for your future billing or program registration.

**Edit Finance Info Details** Cancel Save

**Detail**

Type  **Credit Card** Required

**Default**

Times Failed: 0

Notes:

Holder Name  Required

Status: Valid

Billing Address  Required

Copy Address from Parent

Street

City

Country: Canada

Province: British Columbia

Zip/Postal Code

**Credit Card Detail**

Credit Card Type  **Visa** Required

Expiry Month  **--None--** Required

Credit Card Number  Required

Expiry Year  **--None--** Required

Card Verification Value  Required

- OR enter EFT info if you select EFT/ACH in the type field.

**Edit Finance Info Details** Cancel Save

**Detail**

Type  **EFT/ACH** Required

Default

Times Failed: 0

Notes:

Holder Name  Required

Status: Valid

Billing Address  Required

Copy Address from Parent

Street

City

State/Province

Zip/Postal Code

**Cheque Detail**

Bank Name  Required

Bank Number  Required

Account Number  Required

Account Type  **Personal Chequing** Required

Transit Number  Required

- Click **Save** to securely store your payment method.

## **You are all set!**

You have now successfully added a payment method in the system. If you have any questions or need further assistance, please don't hesitate to contact our support team.