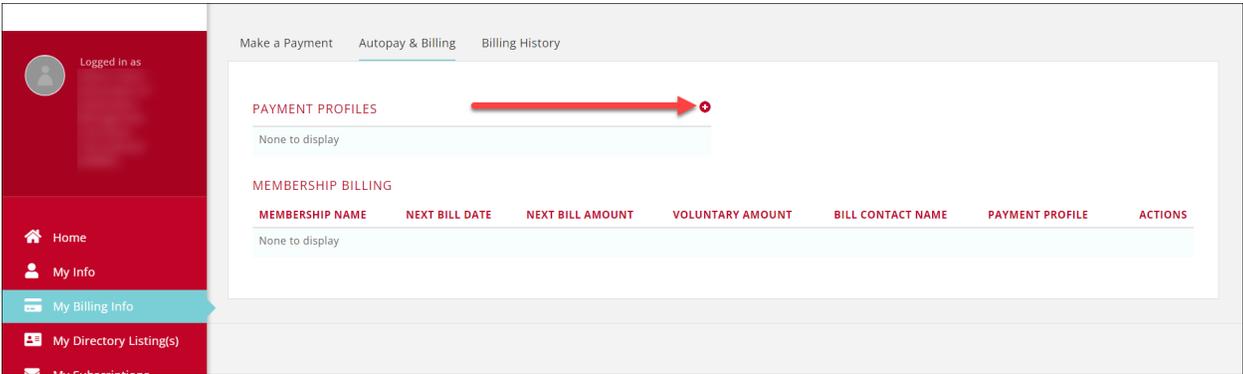


# How to Store Credit Cards in Membership Hub

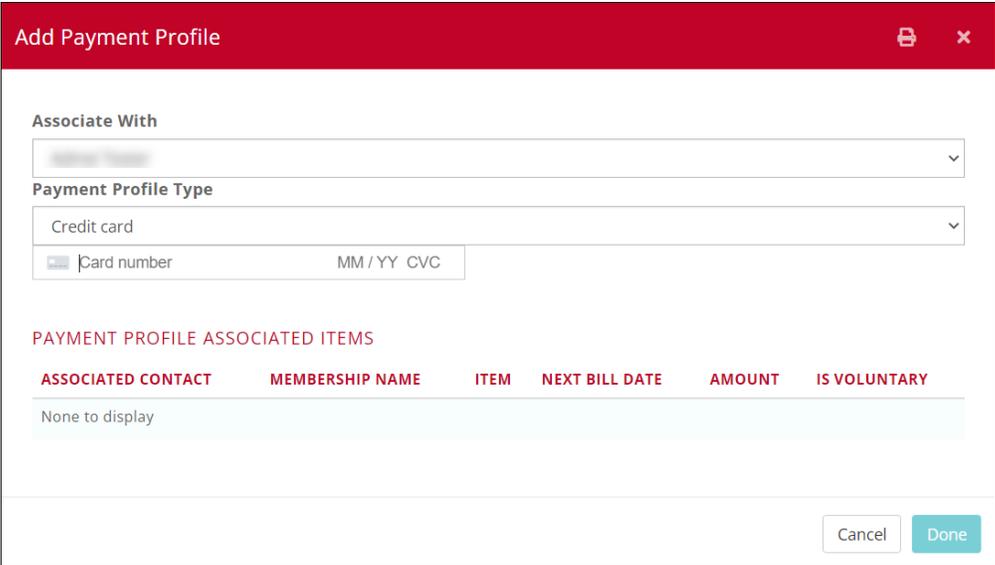
With GrowthZone Pay implementation, your members may easily store their credit cards and/or bank account information via the Membership Hub.

- 1. Click **My Billing Info** in the left Navigation Panel.
- 2. Click the **Autopay & Billing** tab.



The Autopay & Billing tab in the My Billing Info section of the Info Hub

- 3. Click the  icon in the **Payment Profiles** section.



Adding a credit card to the payment profiles in the Membership Hub

- **Associate With:** This setting allows you to define whether the profile is associated to the user or the organization. By default the name of the user logged into the Info Hub will be displayed. **NOTE:** If you associate a credit card to the organization, ALL RELATED CONTACTS will have access to that card to make payments.
  - **Payment Profile Type:** Select **Credit Card**
  - Enter all required credit card and address information.
4. Click **Done**.

The credit card is now available to the user/organization for payment of bills through the Membership Hub, when registering for events, purchasing from the store, etc. Additionally, the credit card is available in the back-office for payment of bills and setting up automated payments.