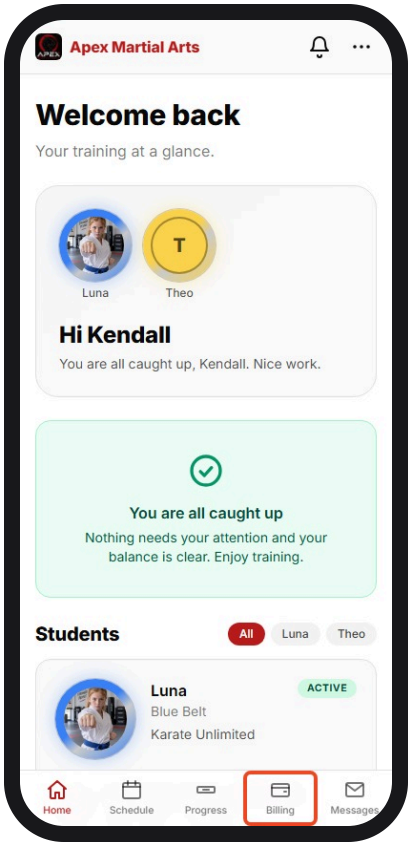
Adding a card

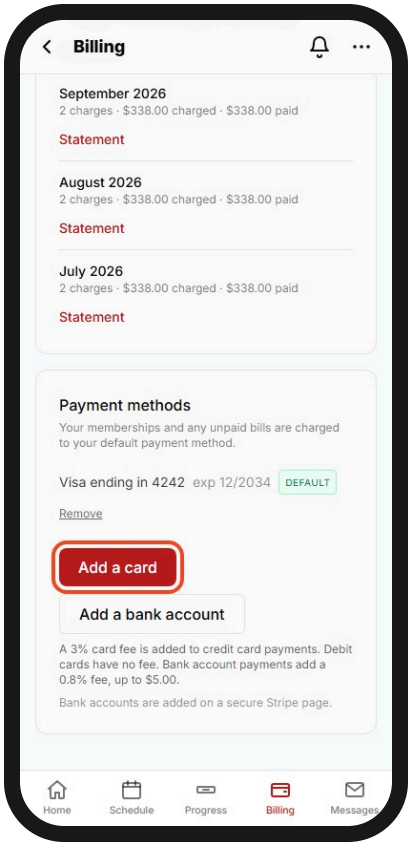
Save a card for your memberships and bills, on your phone.

About 2 minutes | 8 steps



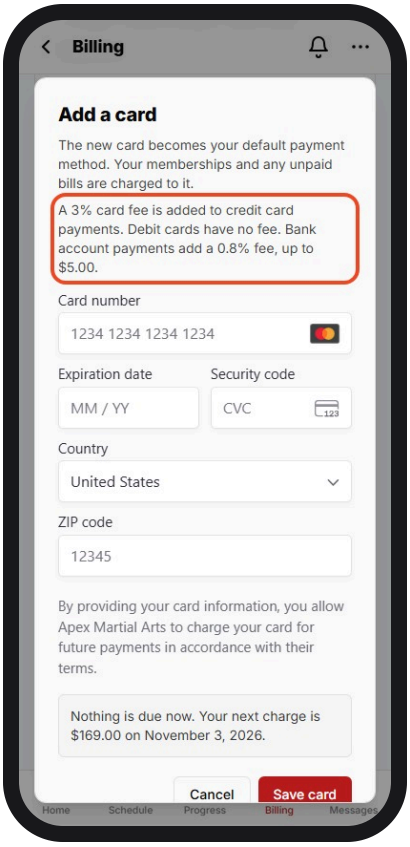
1 Tap Billing

Sign in to your family portal and tap **Billing**.



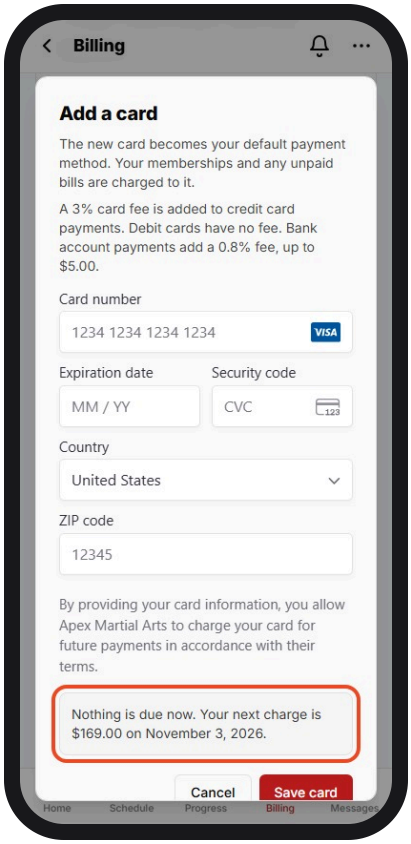
2 Tap Add a card

Scroll down to **Payment methods** and tap **Add a card**.



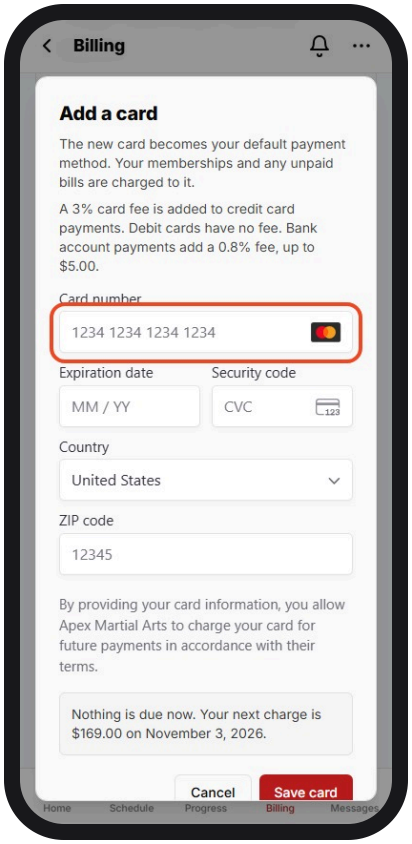
3 Your school's card fee

Your new card becomes your default card. **Your school's fees are listed here**, if it has any. A credit card adds your school's card fee, a debit card doesn't, and a bank account adds a small fee with a limit.



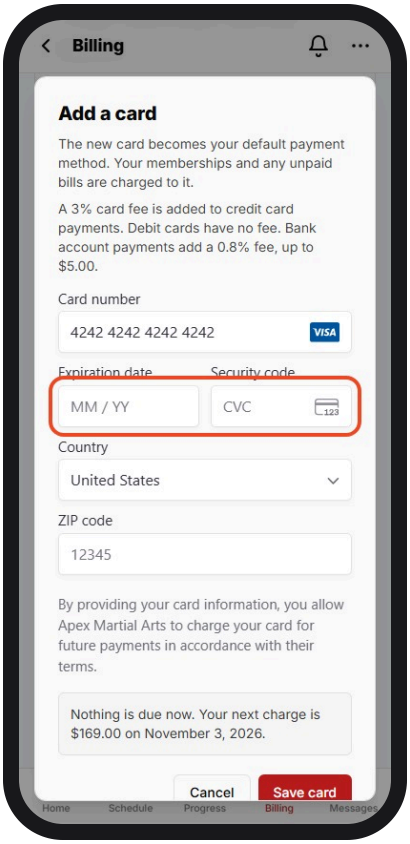
4 Check what it will charge

The box shows what saving your card will charge: a first payment or an overdue bill is listed, and the button shows the amount. If nothing is due, it shows your next charge.



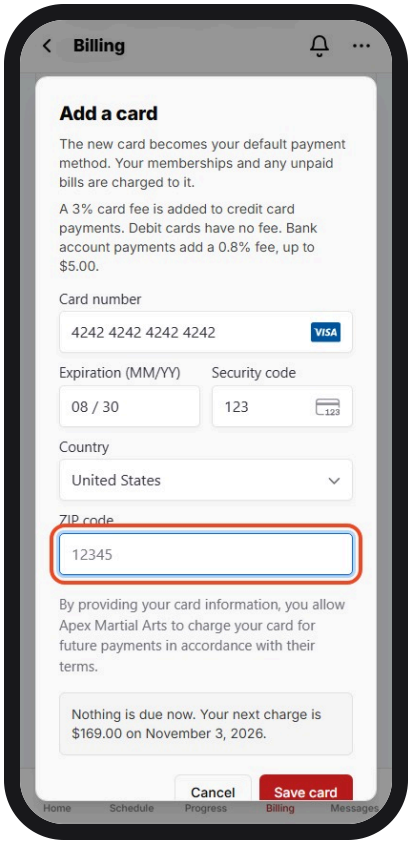
5 Type your card number

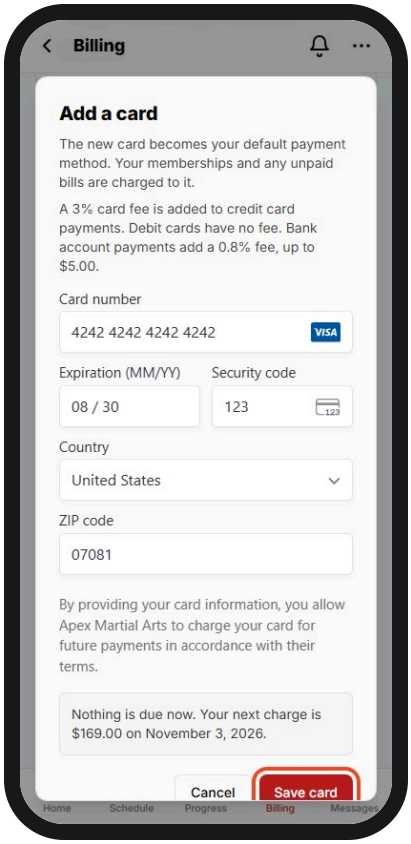
Type the long number on the front of your card.



6 Expiry date and security code

The expiry date, then the 3-digit **security code** from the back.





7 Your ZIP code

The ZIP code your card statements go to.

8 Tap Save card

Tap **Save card**.

What happens next

1. **It's your default now**
   The new card pays your memberships and any unpaid bills from now on.

2. **Change your mind?**
   In the family portal, tap **Make default** on another card, or **Remove** on one you don't want. Removing a card does not cancel a membership.

Good to know

Will I be charged right away?
Only if something is due, such as a first payment or an overdue bill. Saving the card pays it, right away or within the hour. Nothing else is charged until your next bill.

Using the app?
In the app: **More**, then **Billing & documents**, then **Add a payment method**. To remove a card, use the family portal (the app can't remove cards).

Is there a card fee?
Only if your school adds one. If it does, the Add a card window says so before you save. A credit card adds your school's card fee, a debit card doesn't, and a bank account adds a small fee with a limit.

Is it safe?
Your card is kept by Stripe, the payment company your school uses. The school never sees the full number.

Paying by bank instead?
Tap **Add a bank account**. It opens a secure Stripe page to connect your bank.

Watch the video

Point your phone's camera at the code, or go to quickkicks.app/learn/adding-a-card

Stuck?

Ask the front desk at your school. They can send you a link to add your card, or take it at the desk.