Miles Nadal JCC
Downtown Toronto

MEMBER PORTAL GUIDE

How to Add a Payment Method in the MNjcc Member Portal

Saving a card to your account takes about two minutes. Once it's saved, you can use it to pay for memberships, programs and other purchases without typing it in again.

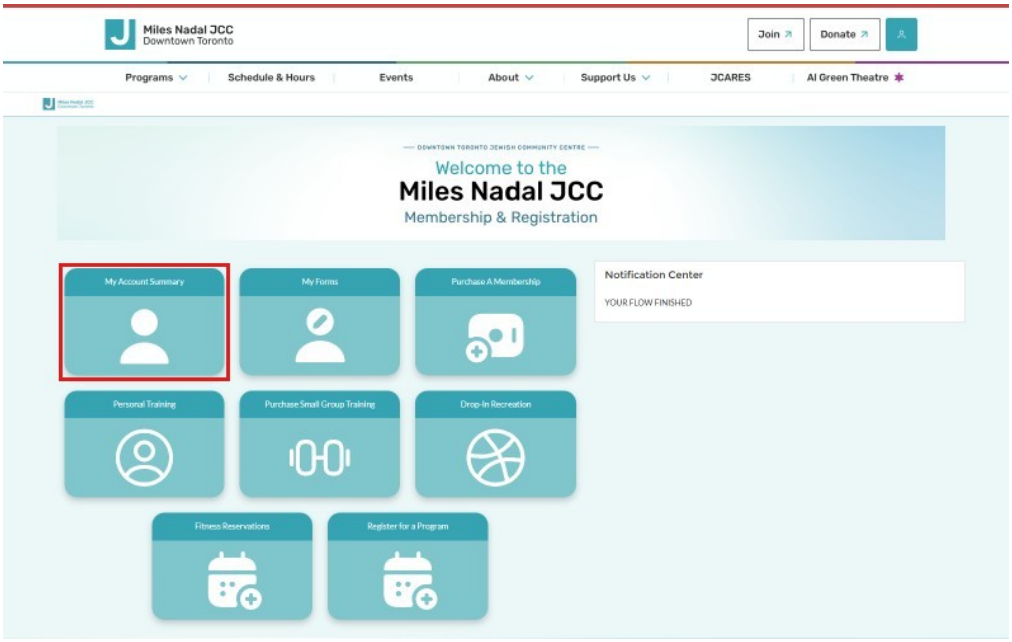
Before you start, have ready:

- Your MNjcc member portal login
- The credit card you want to save

Steps

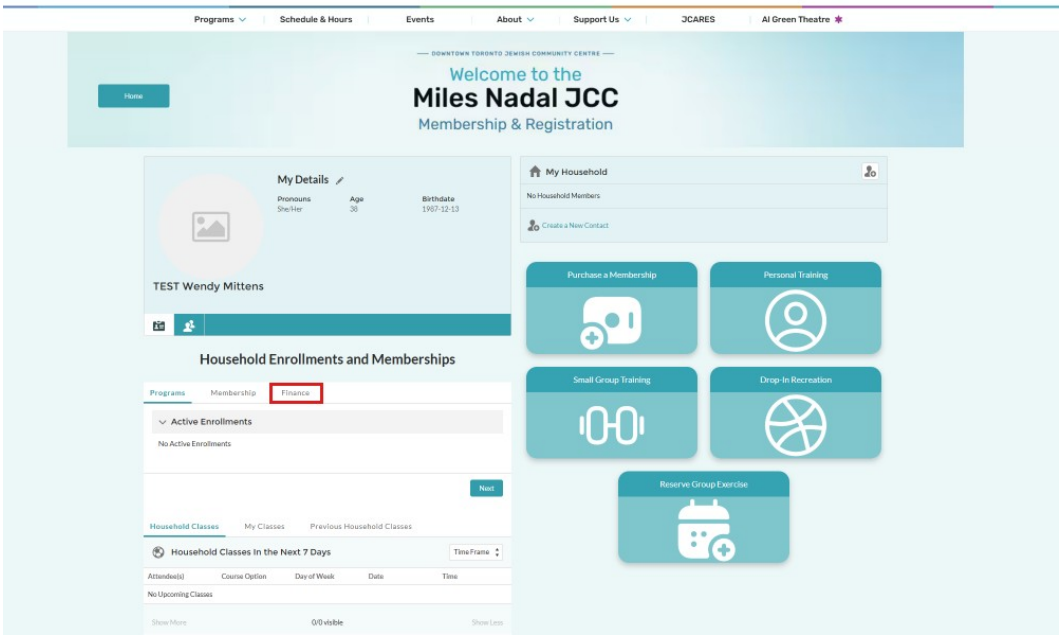
STEP 1 Open My Account Summary

Log in to the member portal. On the welcome page, click the **My Account Summary** tile in the top left.



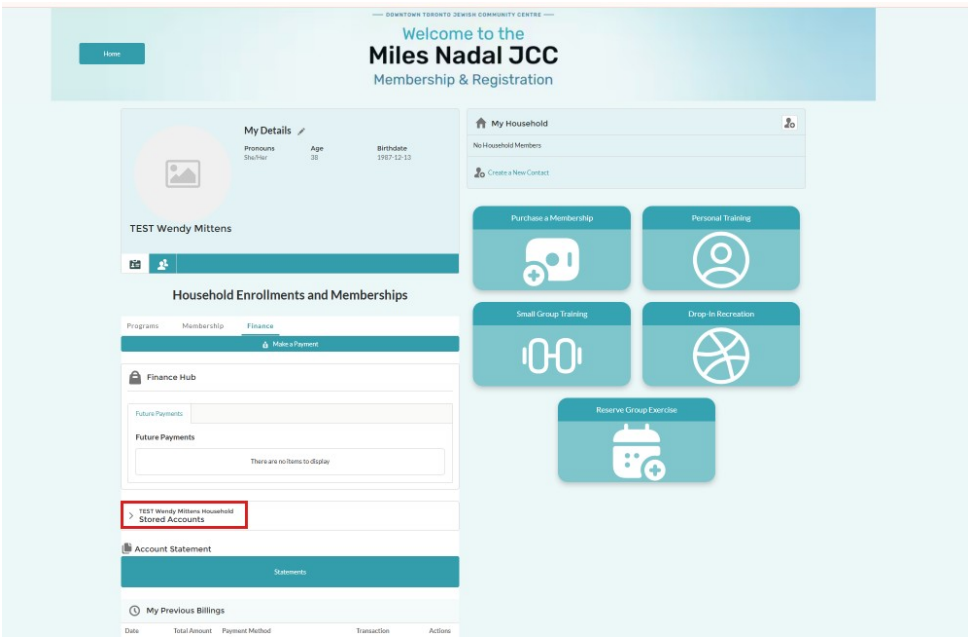
STEP 2 Go to the Finance tab

Your account page opens. Scroll down to **Household Enrollments and Memberships** and click the **Finance** tab.



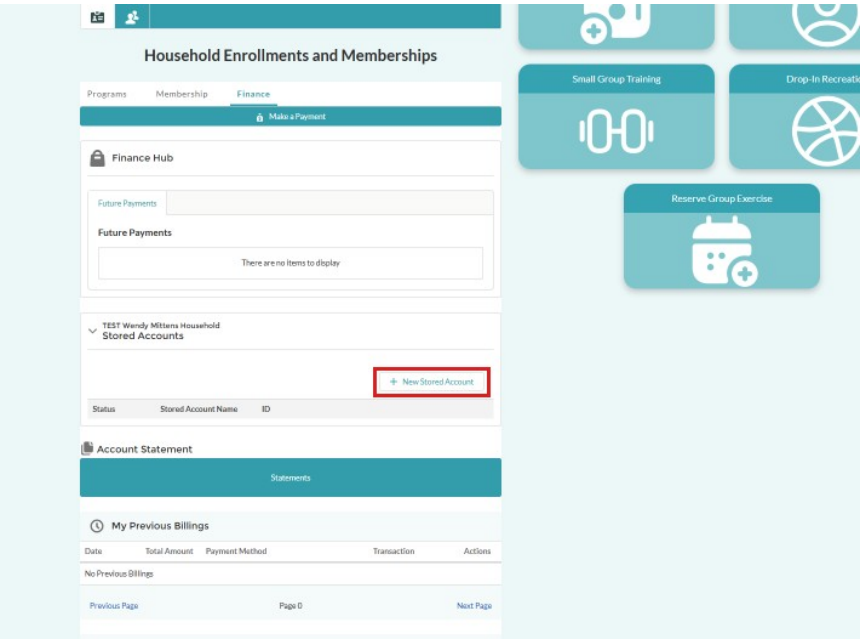
STEP 3 Open Stored Accounts

In the Finance tab, find **Stored Accounts** under your household name. Click the small arrow beside it to open the section.



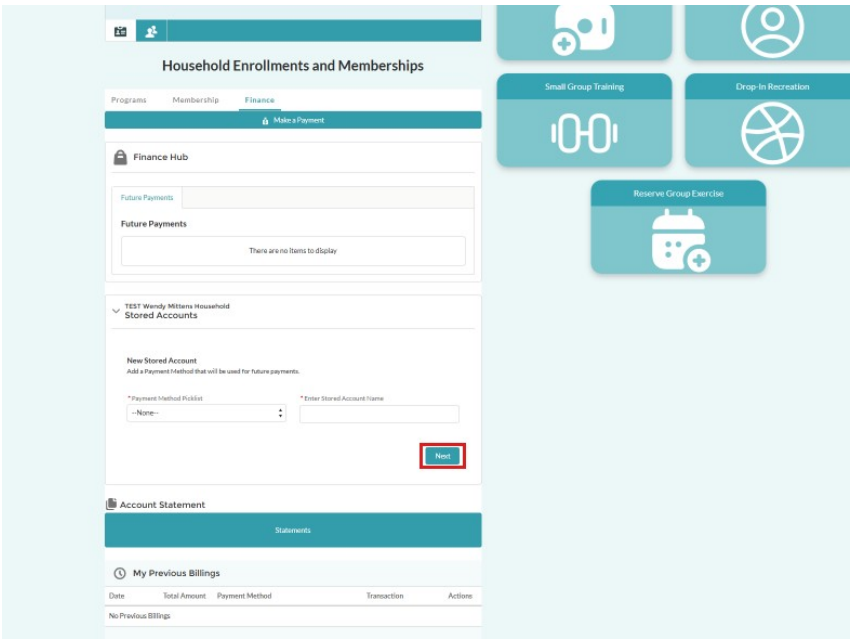
STEP 4 Click New Stored Account

Click **+ New Stored Account** on the right side of the section.



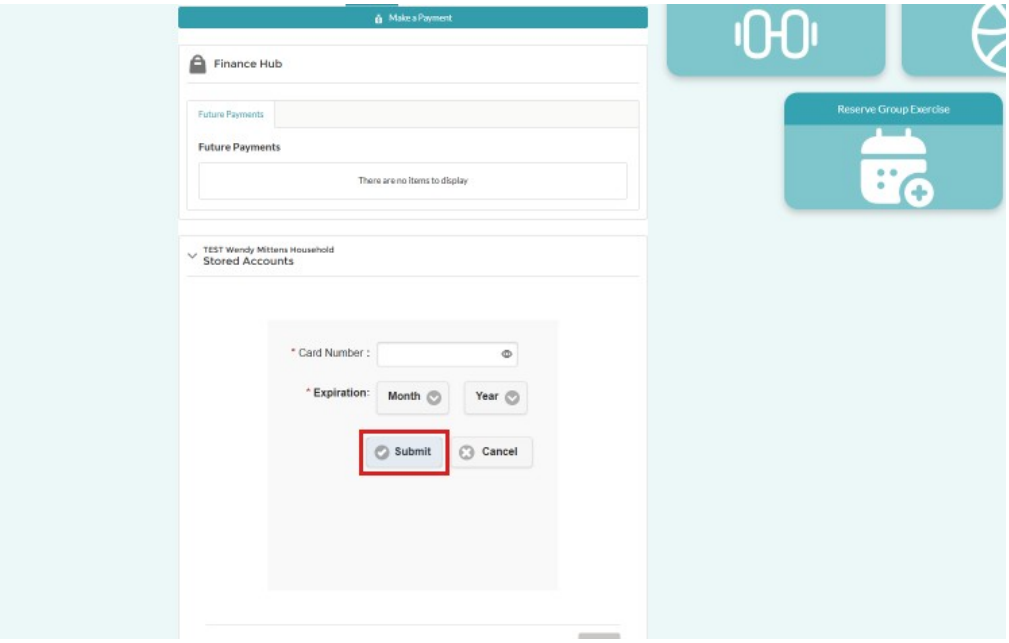
STEP 5 Choose the payment type and name it

From the **Payment Method Picklist**, choose **Credit Card**. In **Enter Stored Account Name**, give the card a nickname you'll recognize, like "My Visa." Then click **Next**.



STEP 6 Enter your card details

Type in your **Card Number** and choose the **Expiration** month and year. Click **Submit**.



STEP 7 Check that your card is saved

Your new card should now appear in the Stored Accounts list. It's ready to use the next time you check out.

Good to know

- **Saving a card does not charge it.** You're only storing it for future payments.
- **The nickname is just for you.** It helps you pick the right card at checkout if you save more than one.
- **Need help?** Contact the MNjcc Membership and Community Experience team at 416-924-6211 ext. 0. You can also email info@mnjcc.org. They can walk you through it or add the card for you.