

How to View and Update Finances on the Member Portal

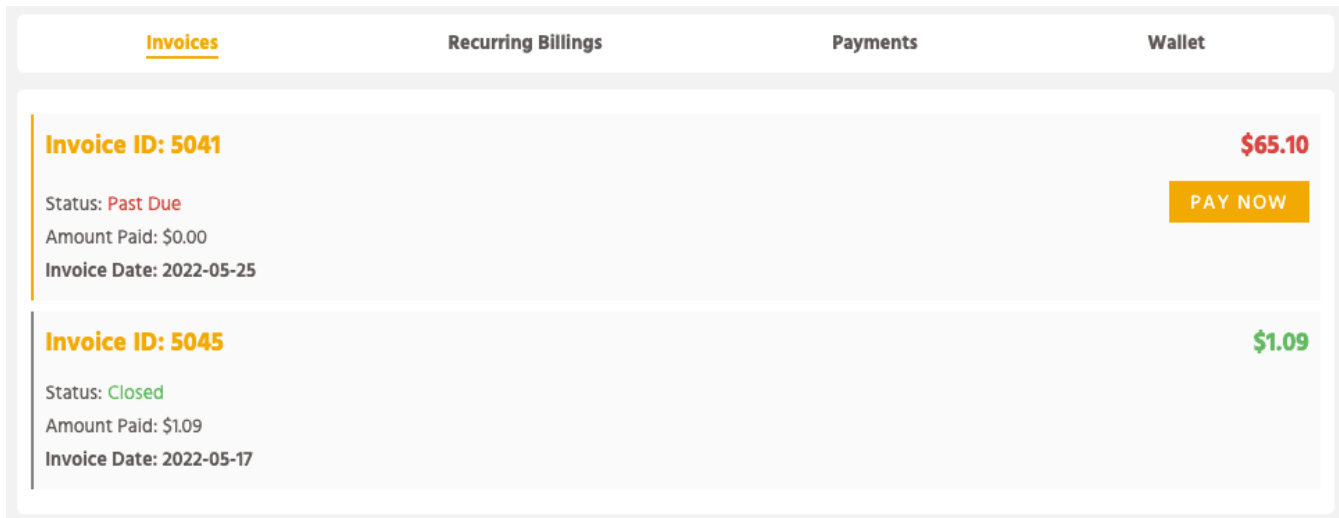
One of the new and helpful features of the updated Member Portal is the ability to view and update your finances. Read on for more information!

Keep in mind that if your school does not process billing through Kicksite, the Finance screen will not have the option to add a card. See your school's owner or manager if you have questions about your billing.

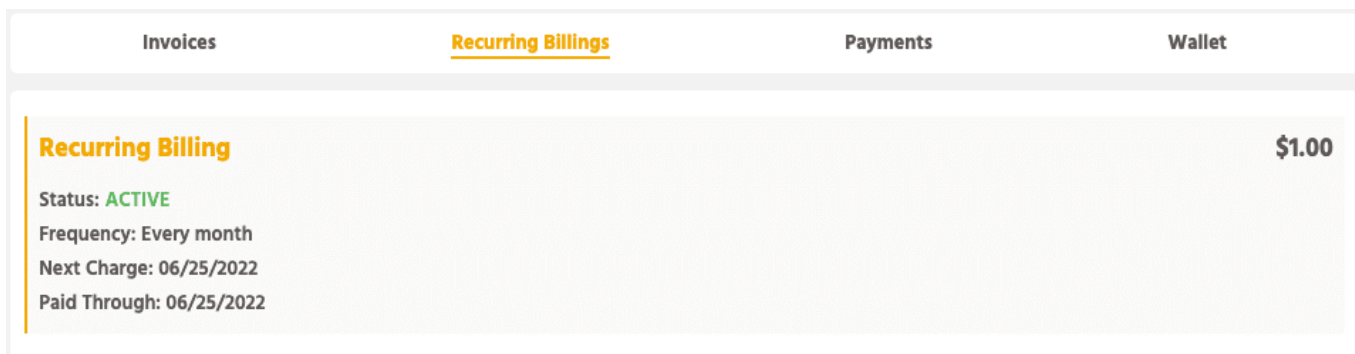
How to view and update finances

After you log in, click **Finances** on the left panel (if you're on a computer) or tap the hamburger menu in the upper-left corner (if you're on a tablet or smartphone) and then tap **Finances**.

The Finances screen has four tabs along the top of the screen (**Invoices**, **Recurring Billings**, **Payments**, and **Wallet**). (If your school does not process billing with Kicksite, you will only see **Invoices** and **Payments**.)






The **Invoices** tab shows any invoices you have. If you have an invoice that has not yet been paid, you'll see a **Pay Now** button. Click or tap the **Pay Now** button, click or tap the card you want to use, and then click or tap **Pay**.



The **Recurring Billings** tab shows any billings you have. If you have more than one card on file, you can change the card that the recurring billing charges. Click or tap **Recurring Billing**. Click or tap **Switch Card**, and then click or tap the desired card. Click or tap **Save**. If you need to make other changes to a recurring billing, you will need to speak to your school's admin or manager.

Invoices	Recurring Billings	<u>Payments</u>	Wallet
05/25/2022 01:25 PM Invoice #5045			\$1.09
Reference #: 3140033667			
Status: Approved			
Payment Method: - 1111			
05/25/2022 12:59 PM Membership			\$1.00
Reference #: 3140032485			
Status: Approved			
Payment Method: Visa - 1111			

The **Payments** tab shows a list of your payments.

Invoices	Recurring Billings	Payments	<u>Wallet</u>
At this time, you are only able to add credit cards to your wallet. If you would like to remove a wallet item please contact your School Administrator in order to do so.			ADD NEW
			
Cc2	9732	Cc	1111
Jean Pomegranate	12/26	Jean Pomegranate	09/22
			
Cc	1111	XXXX XXXX XXXX	1111
Jean Pomegranate	09/22	Jean Pomegranate	09/22
			
Old Card	1111	Old Card	1111
Jean Pomegranate	09/22	Jean Pomegranate	09/22

The **Wallet** tab shows the card(s) that you have on file. You can add a new card, but you cannot delete a card. If you need to delete a card, you will need to speak to your school admin or manager.

Remember: If you enter a new card and you want to use that card for a recurring billing, you **MUST** click the **Recurring Billing** tab, click or tap **Switch Card**, and then click or tap the desired card. Click or tap **Save**.

To add a new card

1. On the Wallet tab, click or tap the **Add New** button.
2. In the Card Number field, type the card number.
3. In the MM/YY field, type the expiration date.
4. In the CVV field, type the CVV number (on the back of the card).
5. In the Zip field, type your billing zip code. If desired, type a short description in the Label field (such as My Debit Card or For Membership Only).
6. Click or tap **Save**.

To edit the label for a card

1. On the Wallet tab, click or tap the card.
2. Click or tap the pencil icon, and then type a new label.
3. Click or tap the check mark to save the new label.