# Adding a New Credit Card or Bank Account

#### MS Team Member

1. Open Daxko.
2. Click on the Membership tap at the top of the screen
3. Click search.
4. Type in “last name, first name”
5. Click on the member’s name
6. To edit, click on the pencil in the upper left-hand corner of the page where it says invoice.
7. Click on the “add credit card button”, or use drop down to choose EFT.
8. Enter information requested. Always check to make sure it is spelled correctly, first and last names are capitalized, and the number and expiration date are correct.
9. Click Add Billing Method

#### Monthly dues with new billing method

1. Click on the edit pencil in the upper left-hand corner of the page, where it says Bank Account or Credit Card.
2. Click Membership Dues.
3. Under Billing Method, click the arrow to choose the correct one.
4. Click on Membership Information to get back to the member page. It should now show the new payment option.

#### Delete the old billing method

1. Click on the More button at the top right-hand of the screen.
2. Click on Update Billing Methods.
3. Click on the Trash Can next to the old form of payment.