# How to set up Credit Card Auto-Debit for Monthly Billing/Membership

1. Visit online registration here: <u>https://webtrac.tcpara.org</u> and sign in

TACT US EVENT CALENDAR	 CHECKOUT	MY ACCOUNT SIGN IN / REGISTER

#### 2. Enter your username and password

WebTrac Login	
Jsername *	
Password *	
	Login
If you have an accou If you have an accou	unt with us, but you've forgotten your username, please click here unt with us, but you've forgotten your password, please click here.
If you're a brand ne	w patron with us, please click here to register for a new account.

3. Go to "My Account" and click on "Installment Billing"

	HOME	SEARCH 🔻	CONTACT US	EVENT CALENDAR		CART (0 ITEMS) S IN STORE #77000 ▼
Update		History & Bal	lances	Reports	Reprint	My Account
Auto Debit		My History		Household Roster	Reprint A Receipt	Household & Member
		Pay Old Balance	25	Household Calendar	Reprint A Ticket	Wishlist
Installment Billing		Add To Gift Card	d	Childcare Statement		Account Settings
		Add Credit		Member Visit Report		Logout

# 4. Click on "Update Bill Type"

Current Installment Bill	ls			
Household Number:				
		1		
You must link a Control of the second sec	redit Card to this Bill.		L	Jpdate Credit Card Update Bill Type
Name	Description	Next Bill Date	Bill Type	Next Bill Amount
Flintstone, Fred	Belk Individual Membership (155850)	03/05/2021	Credit Card	\$ 11.24



#### 5. Select "Credit Card or ACH" then click "Save"

ll Type		
Credit Card		
create	•	
ACH		
Credit Card		
Installment Bill		
Save Cancel		

	puble cicult culu			
Current Installment Bills				
Household Number:				
O You must link a Creation	edit Card to this Bill.			pdate Credit Card Update Bill Type
Name	Description	Next Bill Date	Bill Type	Next Bill Amount
Flintstone, Fred	Belk Individual Membership (155850)	03/05/2021	Credit Card	\$ 11.24

# 7. Enter Card information and click "Continue"

6.

Credit Card Input
Name On Card *
Credit Card Number *
Expiration Date *
cvv *
Billing Street Address *
Billing Zip Code *
Continue Cancel

