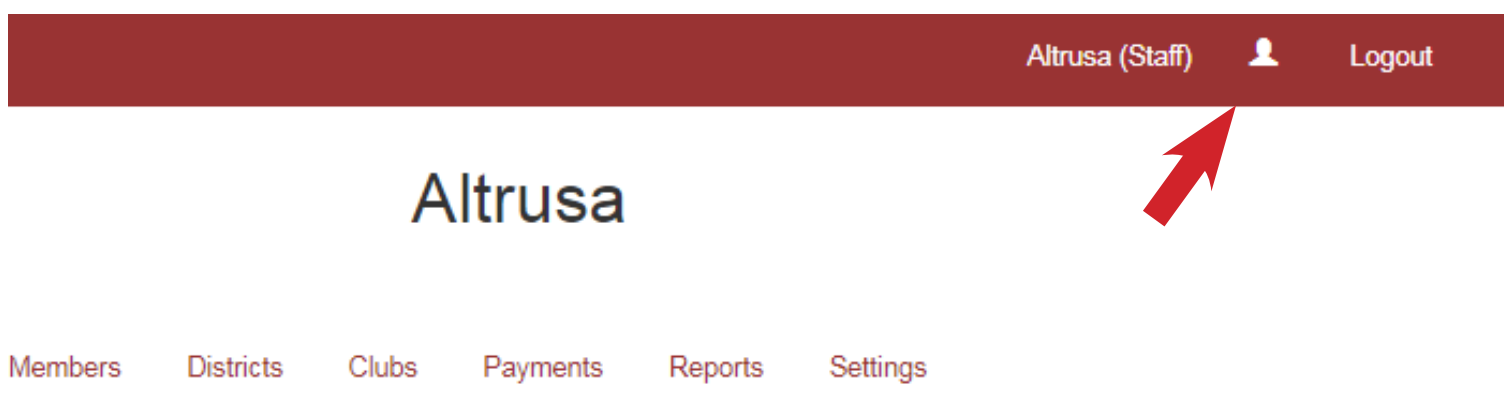




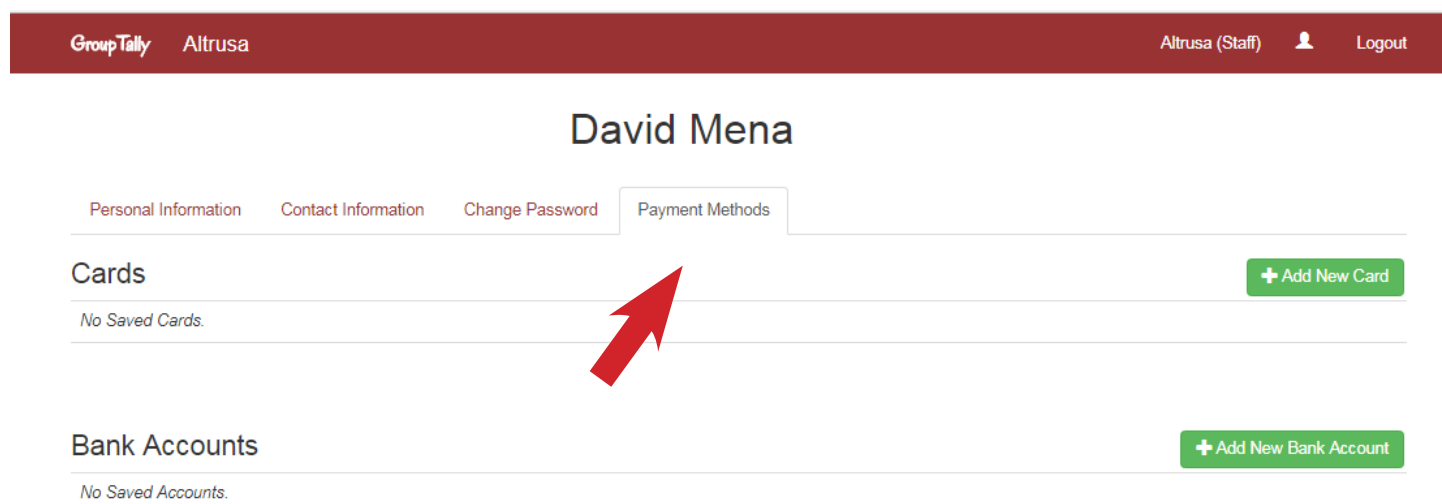
Group Tally Guide: Adding a Payment Method

There are several ways to make a payment using Group Tally. You can link your bank account and transfer funds directly, you can link your credit card, or you can mail a check (mailing a check still requires you to submit an “offline” payment).

To link a bank account or credit card, first click on the silhouette in the upper right corner of the page, within the red bar.



You will then see a page with your name at the top, and a few tabs will be available. Choose the Payment Methods tab.



David Mena

[Personal Information](#) [Contact Information](#) [Change Password](#) [Payment Methods](#)

Cards

[+ Add New Card](#)

No Saved Cards.

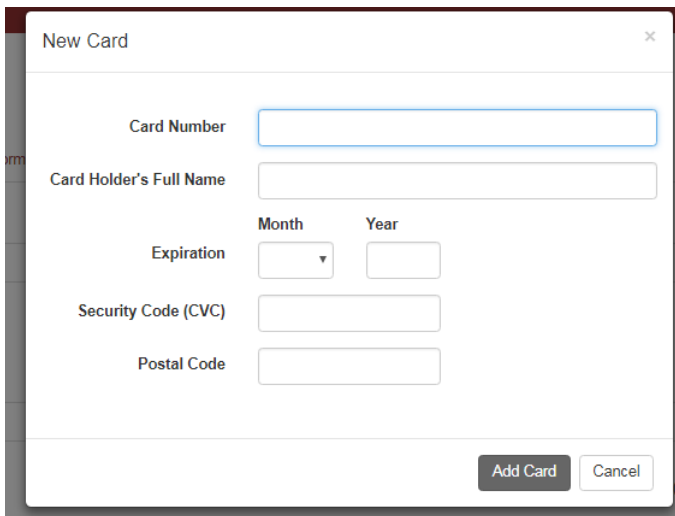
Bank Accounts

[+ Add New Bank Account](#)

No Saved Accounts.

On this page, you will see any payment methods previously entered, or it may be blank. To link a credit card to the account, click on + Add New Card, or to link a bank account, click on + Add New Bank Account. If paying by check you can skip this step.

For each of these options, a dialogue box will appear for you to fill out. Please be sure to double check when entering account/credit card numbers to ensure they are accurate.



New Card

Card Number

Card Holder's Full Name

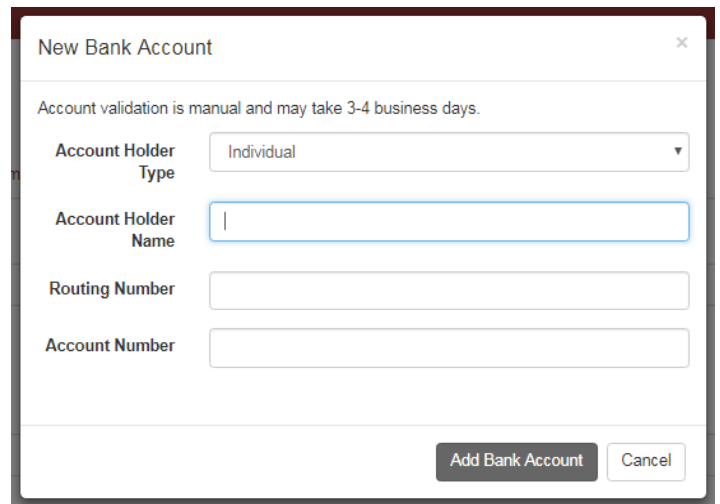
Expiration Month Year

Security Code (CVC)

Postal Code

[Add Card](#) [Cancel](#)

Add New Card form.)



New Bank Account

Account validation is manual and may take 3-4 business days.

Account Holder Type

Account Holder Name

Routing Number

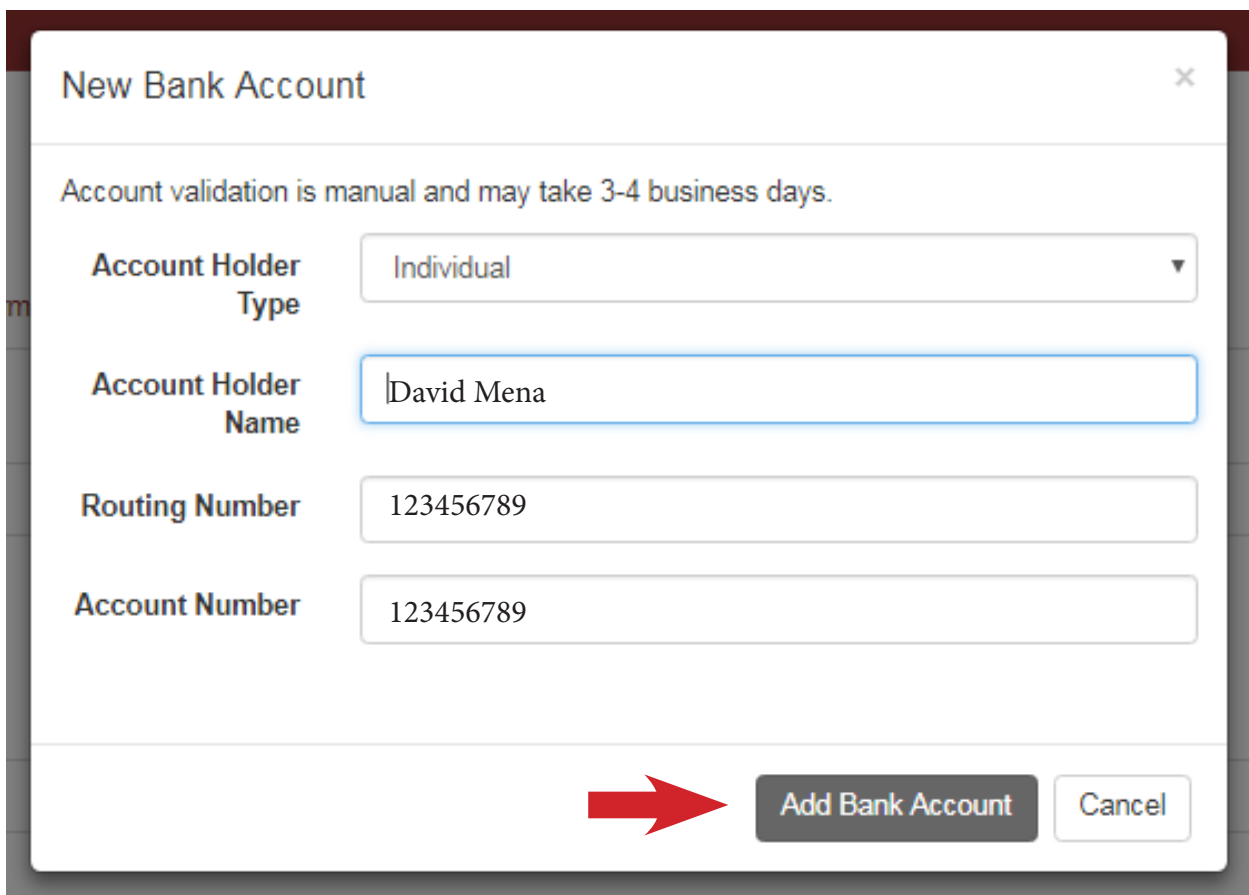
Account Number

[Add Bank Account](#) [Cancel](#)

Add New Bank Account form.

For adding a credit card, fill out the form and click the Add Card button when finished. The card will automatically be added to the list of available payment methods.

For adding a bank account, fill out the form and click the Add Bank Account button. Once the form is accepted, you must wait until you get 2 small transactions posted to your account. These transactions are always deposits in the form of small change (less than a dollar). This may take 3-4 business days. Once you see the transactions in your account, you must return to the Payment Methods page to confirm your account. Do this by entering the amounts of the confirmation transactions.




The image shows a 'New Bank Account' form with the following fields and values:

- Account Holder Type:** Individual
- Account Holder Name:** David Mena
- Routing Number:** 123456789
- Account Number:** 123456789

At the bottom right, there are two buttons: 'Add Bank Account' and 'Cancel'. A red arrow points to the 'Add Bank Account' button.

Once you have added your desired payment method, return to your club's Payments tab.

Altrusa Altrusa (Staff)  Logout

Red Oak, IA Edit Red Oak, IA
District Seven

Summary Group Information Members **Payments** Reports Settings

Group Payments & Transactions ➔ Make Payment

Select Time Period

	Group	Membership	Total
Due	\$30.00	\$2,652.50	\$2,682.50
Paid	\$30.00	\$2,615.00	\$2,645.00
Balance	\$0.00 Due	\$37.50 Due	\$37.50 Due

Payments

Search Filters
No Filters Set. Display Per Page

Showing 3 / 3 (3 total)

As stated before, if you have a balance, the Make Payment button will be available to you. Click on it to proceed.