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.
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.

Add New Card form.  
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.
Once you have added your desired payment method, return to your club’s Payments tab.

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