How to Change Your Recurring Payment Method

This document provides step-by-step instructions on how to change your recurring payment method for the Mandel JCC, specifically for moving from an existing credit card to a new bank transfer (ACH) or a debit card.



Here is a summary of the steps:

1. Access the Member Portal and Log In

- Navigate to mandeljcc.my.site.com and click "Log In."
- First-time users: Click "Create Account," using the exact email address where you receive Mandel JCC communications.

2. Go to Your Financials

 Once logged in, look for the gray navigation bar and click "Financials." (You may need to click "More" to find it.)

3. View Stored Payment Methods

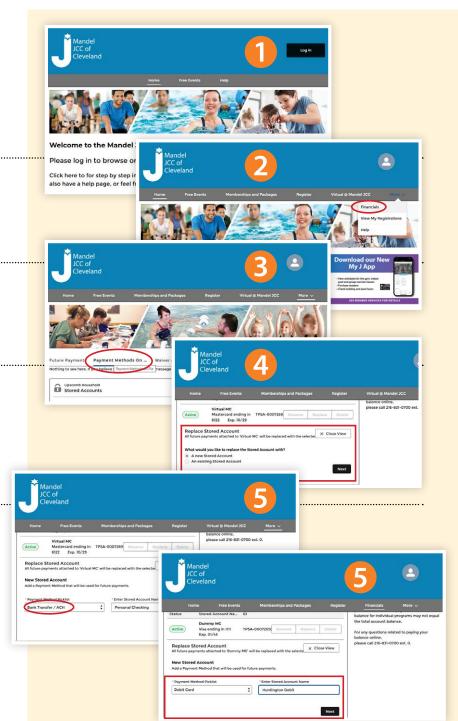
 On the Financials screen, click the "Payment Methods on File" tab.

4. Replace the Credit Card

- Find the credit card you want to replace and click the "Replace" button next to it.
- In the next window, select "A New Stored Account," then click "Next."

5. Select the Account Type

- From the drop-down menu, choose "Bank Transfer / ACH" or "Debit Card."
- Enter a nickname for your account in the "Enter Stored Account Name" field, then click "Next."



6. Enter Account Details

- 6a For ACH: Enter your bank's routing and account numbers, and click "Next."
- 6b For a Debit Card: Enter your card number and expiration date, and click "Submit."

7. Account Verification

 Wait for the system to display a message about "performing a transaction" while your account is verified. Please note: No actual charge or transaction will be processed.

8. Confirmation and Update

- A "Success" message will appear at the top of the screen once verified.
- All recurring charges previously billed to your old credit card will now automatically be billed to this new bank or debit card account.
- Your old credit card may still be listed, but your charges will be on the new card.
- You may also choose to delete the old card.

