

1. Add a credit card and/or a bank account

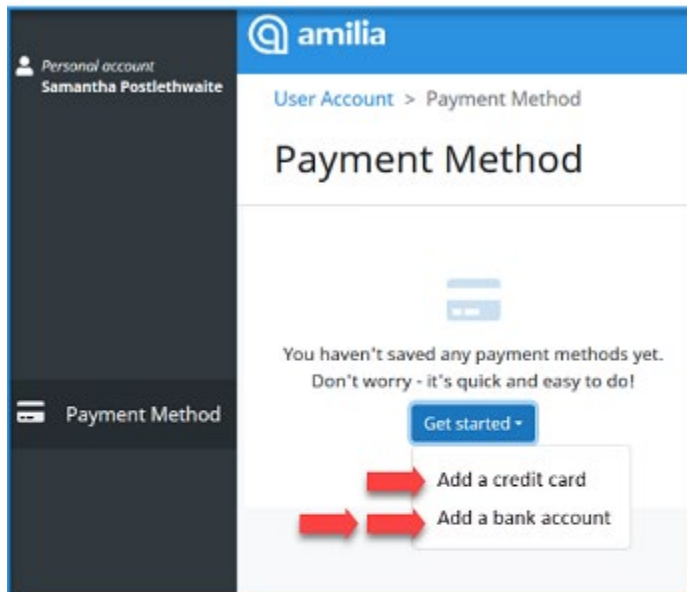
There are two ways you can store your credit card(s) and/or banking information in your user account:

- In the [Payment Method](#) tab; and/or
- When making a purchase, opt to [save your payment information at checkout](#).

Payment Method Tab

Click on the **Payment Method** tab to add and manage your payment information.

- Select which payment method you wish to add. You can only add one payment method at a time. Hit **Save**.
- When adding a bank account, you can personalize the **Account name** for quick identification. Using your banking information is like using a bank check, meaning your payment(s) are transferred directly from your bank account.
- Use **different billing information** (address) if it differs from your home address.
- Once a bank account is saved, there is no way to modify the billing address. If a mistake is made, delete the bank account and create a new one.



The screenshot shows the 'Add a credit card' form. The title is 'Add a credit card' with a red arrow pointing to it. The form has the following sections: 'Card details' with a 'Cardholder name' field; 'Card number' field; 'Expiration date' field with a 'CW' label; and 'Billing address' field. At the bottom, there is a checkbox labeled 'Use different billing address'.

The screenshot shows the 'Add a bank account' form. The title is 'Add a bank account'. The form has the following sections: 'Select a country' with radio buttons for 'Canada' (selected) and 'United States'; 'Bank account' section with 'Account name' field; 'Bank name' section with 'Banking institution' field; 'Branch / Transit' section with '12345' field; 'Bank account number' section with '000123456789' field; 'Billing address' section with 'Canada' field. At the bottom, there is a checkbox labeled 'Use different billing address'.

Next time you make a purchase in an organization's Amilia store, your saved card(s) and/or bank account(s) will be available for use. You can save up to 3 credit cards and 3 bank accounts in the **Payment Method** tab.

Save your Payment Information at Checkout

You may also save a credit card or bank account when proceeding through **checkout**. To do this, **you must give authorization to the organization** to charge it in the future (if they make a purchase on your behalf, or wish to clear a balance in your account).

- Select to pay with a credit card **or** a bank account. Enter the payment details and tick '**Save (*payment method*) to my account, and allow (*the organization*) to charge my (*payment method*) for future agreed upon purchases.**' When finished, click on **Make payment**.
- Your saved credit card or bank account will be stored in the **Payment Method** tab in your user account. The next time you shop in any organization's Amilia store, the payment method will be available for use.

Your order Your information **Payment** Confirmation

[View order details](#) [Add more items](#)

Credit card payment

Card details

Cardholder name

Card number

Expiration date **CVV**

MM / YY

Billing address

1234 Main St
Toronto, ON M5H 1A5
Canada

Use different billing address

Save card to my account, and allow The Amilia Demo Experience to charge my card for future agreed upon purchases.

[Make payment](#)

👉 You'll notice you can only save one payment method when you proceed through the checkout. If you want to save multiple credit cards and/or bank accounts at a time, you can save up to **three of each** in the **Payment Method** tab in your user account.