

# Manage your Payment Methods & Subscriptions

Ready to add a credit card? The following guide will walk you through that!

**Please note:** Not all parking providers support this feature. If you don't see the 'Manage Credit Cards' option, you might want to reach out to your parking provider to request they enable this functionality.

## Quick Steps:

1. Log in and go to your Profile.
2. Click 'Manage Credit Cards'.
3. Click 'Add Payment Method' and choose your Payment Subscription type.
4. Follow the prompts to add your credit card details.
5. You'll see your card and a "Credit Card successfully stored" message.
6. You can remove a card by clicking the trash can.

**Heads up:** If your parking provider allows it, you can setup your card to pay for items like temporary parking. **If they don't allow this**, your card can only be used for subscription term parking payments.

## Detailed Steps

1. Login to your user account on the OPS-COM portal and click on your Profile.
2. Click 'Add Payment Method'.
3. Choose your subscription type and follow the instructions on the screen and click 'Add Payment Method'.
4. The stored credit card will appear in the 'Stored Subscription Payment Methods' area and you will see "Credit Card successfully stored" in green.

## Subscription Setup

Some payment methods, such as Payroll Deduction and EFT cannot be setup by a user. Contact your parking provider to find out about setting these options up.

If you want to enable your card to pay for monthly permits that recur, toggle on 'Permit Rollover'.

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