

How to

# ADD ONE-TIME (NEW) PAYMENT METHOD

**1** Go to **Accounts** tab  
participant's profile

**5** Select **New  
Payment Method**

**2** Click **Add Line  
Item**

**6** Select **Credit Card  
or Bank Account**

**3** Click **Payment or  
Refund**

**7** Add **Billing  
Address**

**4** Add transaction  
amount (\$\$)

**8** Click **Confirm,  
then Save**

Visit our [Participant Account](#) support article for more information!

