

# Manage Credit Card & Bank Account ePayment Settings


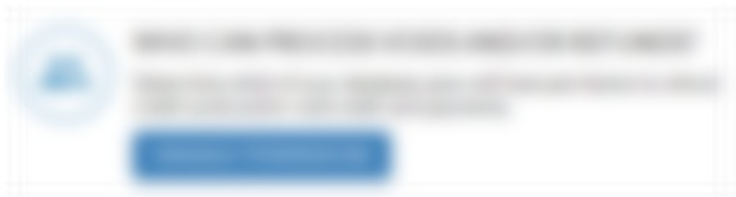
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When you are using the [ePayments Wizard](#) to get set up for ePayments in Jackrabbit, the second step is to work with your credit card and bank account settings.

If you have already completed the ePayments Wizard, access these settings from the *Tools* menu > *ePayment Settings* using the *Credit Card & Bank Account Settings* **Manage Settings** option.

## ePayments Settings

### Manage your ePayments settings.




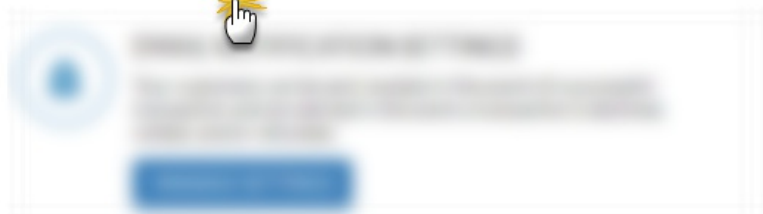


#### CREDIT CARD & BANK ACCOUNT SETTINGS

Configure the credit card and bank account settings for Web Registration (new customers) and for Parent Portal (existing customers).

**MANAGE SETTINGS**





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## Payment Partner

The Payment Partner page in *Credit Card & Bank Account Settings* displays contact information for your Payment Partner and gives you quick access to your [Virtual Terminal](#).

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## ePayments Settings

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### Credit Card & Bank Account Settings

[PAYMENT PARTNER](#)[CARDS ACCEPTED](#)[WEB REGISTRATION SETTINGS](#)[PARENT PORTAL SETTINGS](#)

## Your Payment Partner

SafeSave Payments has sent you an email with your credentials for accessing their virtual terminal.



### SafeSave Payment Services

Shane McMullen, Merchant Account Specialist

SafeSave Payments

Email: [smcmullen@safesavepayments.com](mailto:smcmullen@safesavepayments.com), [jackrabbit@safesavepayments.com](mailto:jackrabbit@safesavepayments.com)

Toll-free 800-220-8611

To access your virtual terminal, click the button below:

[VIRTUAL TERMINAL](#)

Your org ID is 522358. You'll need this if you contact SafeSave Payments.

## Cards Accepted

### Card Type

These settings control what credit cards you allow to be entered in Jackrabbit and affect your Online Registration Form and the Parent Portal. An error message will be received if a family attempts to use a card that is not accepted.

## ePayments Settings

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### Credit Card & Bank Account Settings

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## Cards you will accept.

Determine which credit cards you will accept.

[Card Types](#) ?

☒ Visa☒ Mastercard☐ Amex☒ Discover

[Allow 3 credit cards per family/account](#)

Yes

The settings selected in the above image will display like this:

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## Online Registration Form

### PAYMENT INFORMATION

#### CREDIT CARD



## In the Parent Portal

The screenshot shows a user interface for managing credit cards. At the top, there's a blue header with a card icon. Below it, there are three card entries, each with a card icon and an 'EDIT' button. The first entry is 'Checking...0034' from 'Royal Bank of Canada' by 'Holly Ager'. The second entry is 'Dad's Discover' from 'Discover...1117' with an expiration date of 'Exp: 05/2024' by 'Victor Ager'. The third entry is 'Visa 8886' from 'Visa...8886' with an expiration date of 'Exp: 12/2022' by 'Holly Ager'. The third entry is also marked as 'DEFAULT' and 'PRIMARY CARD'.



*If you make any changes with your Payment Partner regarding the payment types you accept be sure to update these check boxes.*

## Allow 3 credit cards per family/account

Jackrabbit offers the option to maintain up to three credit cards on file for each family. One card can be selected as the customer's Primary Card (the card that the family considers their main credit card and the card that is used in *Transactions > Process Credit Cards/Bank Accts*).

If you want to allow your families to store up to three credit cards on their account set *Allow 3 credit cards per family/account* to **Yes**. See [Multiple Cards per Family](#) for more information.

## Web Registration Settings

If you will use, or already use, [Online Web Registration](#) for your new customers, decide whether your customers will be required to enter a credit card or bank account information.



*ePayments.*

*Before you can collect credit card or bank account information from your customers you need to have completed your [account setup with a Payment Partner](#) and you must have received confirmation, from Jackrabbit Support, that you are ready to start processing*

## ePayments Settings

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### Credit Card & Bank Account Settings

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## Web Registration Settings

If you will use or already use online web registration **for your new customers**, decide whether your customers will be required to enter a credit card or bank account information.



At least one form of electronic payment is needed. If you are set up for bank account processing, you can give your customer the option of using a credit card or drafting from a bank account.

Credit card required?

Yes

Bank account required?

Yes

If Credit Card and Bank Account Required:

Only One Required

Only One Required

Both Required

- Set either *Credit card required?* or *Bank account required?* to **No** to hide the related fields on your **Web Registration Form**.
- If both *Credit card required?* and *Bank account required?* are set to **Yes**, choose if only one is required or if both payment methods must be entered.

## Parent Portal Settings

If you will use, or already use, the Parent Portal for your existing customers, decide whether your customers will be able to update credit card or bank account information.

## ePayments Settings

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### Credit Card & Bank Account Settings

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## Parent Portal Settings (for existing customers)

If you are using or are planning to use the Parent Portal, can customers view and/or update their Credit Card or Bank Account information using the Parent Portal?



At least one form of electronic payment is needed. If you are set up for bank account processing, you can give your customer the option of using a credit card or drafting from a bank account.

Credit card information?

Can Update

Bank account information?

Hidden

Can Update

View Only

Hidden

- Select **View Only** to allow your customers to see the payment information, but not edit or delete it.
- When credit card or bank account information is **Hidden**, customers are not able to see any payment information.

- Select **Can Update**\* to allow your customers to add and edit payment information in their portals.

\*If you allow **multiple credit cards per family** the following is true:

- If only one card is on file, the card can be updated but cannot be deleted.
- If two cards are on file, only one can be deleted, and if the Primary Card is deleted, the remaining card becomes the Primary Card.
- If three cards are on file, only two cards can be deleted. If the Primary Card is deleted, the parent must choose a Primary Card from the remaining cards or add a new card and make it the Primary Card.



*To allow your customers to make payments in their portals your your Parent Portal settings. See the Fees & Payments Settings of the Help article [Set Up the Parent Portal](#) for more information.*

The final step in the ePayments Wizard takes you through the set up of your **ePayment email notifications** (receipts).

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