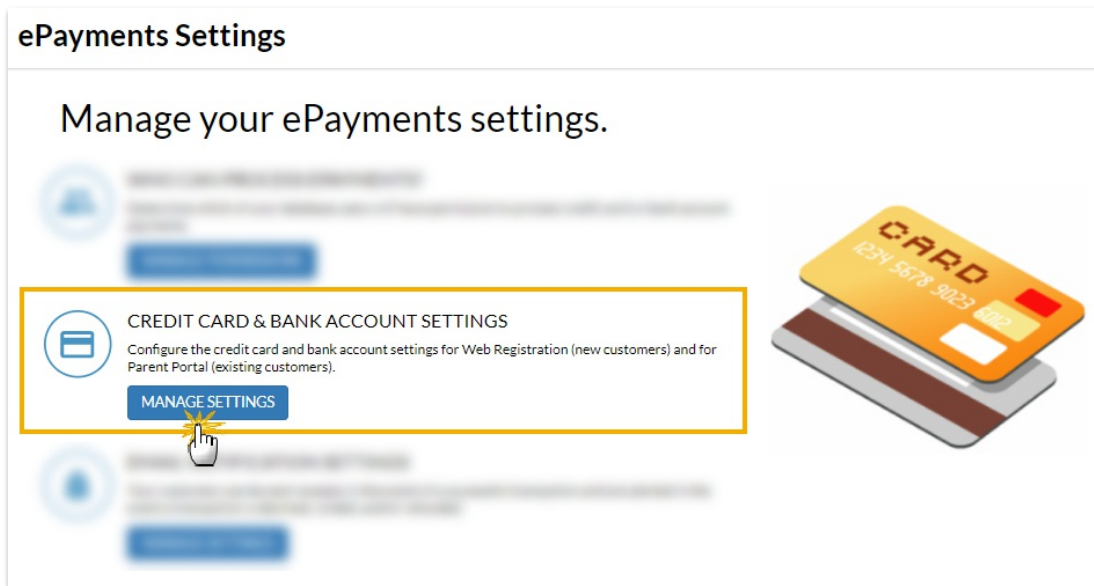


Manage Credit Card & Bank Account ePayment Settings

Last Modified on 11/03/2020 12:30 am EST

When you use the [ePayments Wizard](#) to get set up for ePayments, 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 *Gear (icon) > Settings > ePayment* using the *Credit Card & Bank Account Settings* click the **Manage Settings** option.



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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](#).

ePayments Settings

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Credit Card & Bank Account Settings

PAYMENT PARTNER

CARDS ACCEPTED

ONLINE REGISTRATION SETTINGS

PARENT PORTAL SETTINGS

Your Payment Partner

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

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



SafeSave Payment Services

Shane McMullen, Merchant Account Specialist

SafeSave Payments

Email: smcmullen@safesavepayments.com, jackrabbit@safesavepayments.com

Toll-free 800-220-8611

To access your virtual terminal, click the button below:

VIRTUAL TERMINAL

Cards Accepted

You select which cards you would like to accept for ePayments. 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 ePayments*).

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.

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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SAVE CHANGES

Credit Card & Bank Account Settings

PAYMENT PARTNER

CARDS ACCEPTED

ONLINE REGISTRATION SETTINGS

PARENT PORTAL SETTINGS

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 payment information. At the top, there is a blue header with a circular icon of a credit card. Below this, there are three card-like containers. The first container is for a 'Checking' account (0034) at the 'Royal Bank of Canada' owned by 'Holly Ager', with an 'EDIT' link. The second container is for a 'Dad's Discover' card (1117) expiring 05/2024, owned by 'Victor Ager', also with an 'EDIT' link. The third container is for a 'Visa 8886' card expiring 12/2022, owned by 'Holly Ager', with 'DEFAULT' and 'PRIMARY CARD' tabs and an 'EDIT' link.



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

Online Registration Settings

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

- Set either *Credit card required?* or *Bank account required?* to **No** to hide the related fields on your **Online 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.

ePayments Settings

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Credit Card & Bank Account Settings

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Online Registration Settings

If you will use or already use online 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?

Optional

Yes

No (Hide Field)

Optional



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*

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. The same options are available for credit card or bank account.

ePayments Settings

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Credit Card & Bank Account Settings

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

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/debit card information?

Can Update

Bank account information?

Can Update

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).
