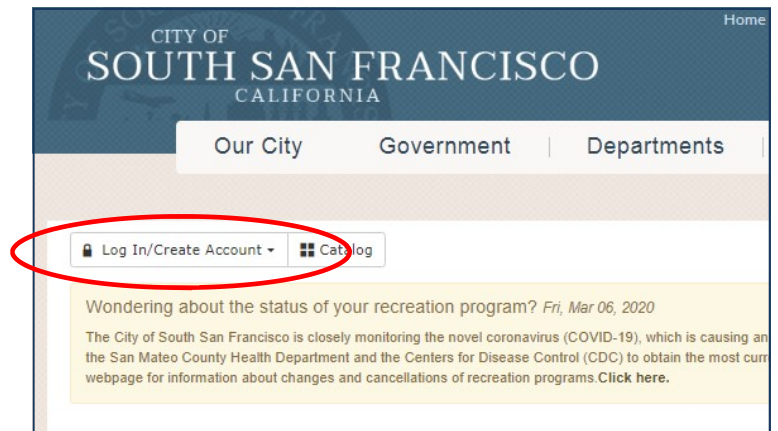


# How to keep a credit card on file in your CivicRec Account

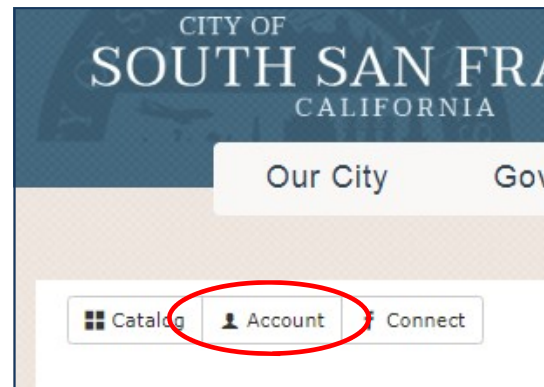
1. Log in to your CivicRec account at [www.ssf.net/rec-catalog](http://www.ssf.net/rec-catalog). Please do not create a new account as you are already in our system. You can hit forgot password and one will be sent to you.

Not sure how to do this?

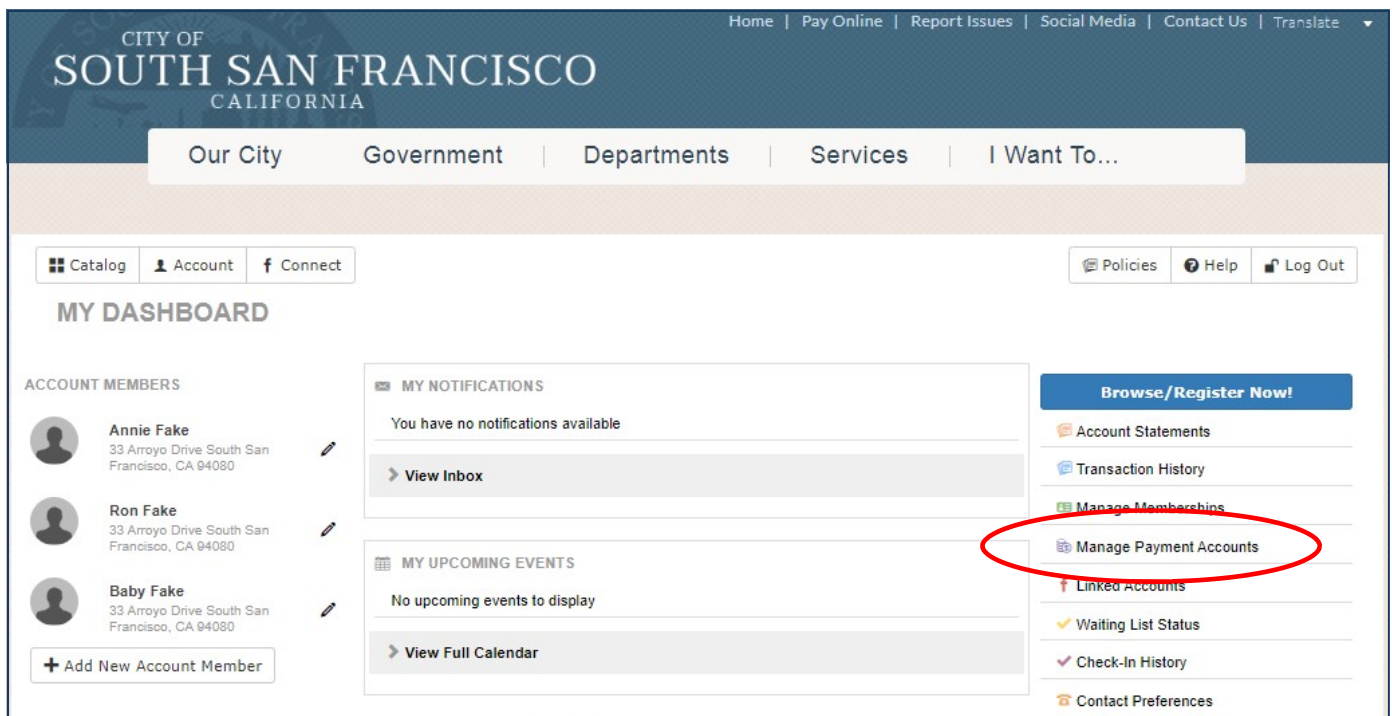
Call (650) 829-3800 or e-mail [web-rec@ssf.net](mailto:web-rec@ssf.net) for assistance.



2. Click on “Account” in the top, left corner of your screen.



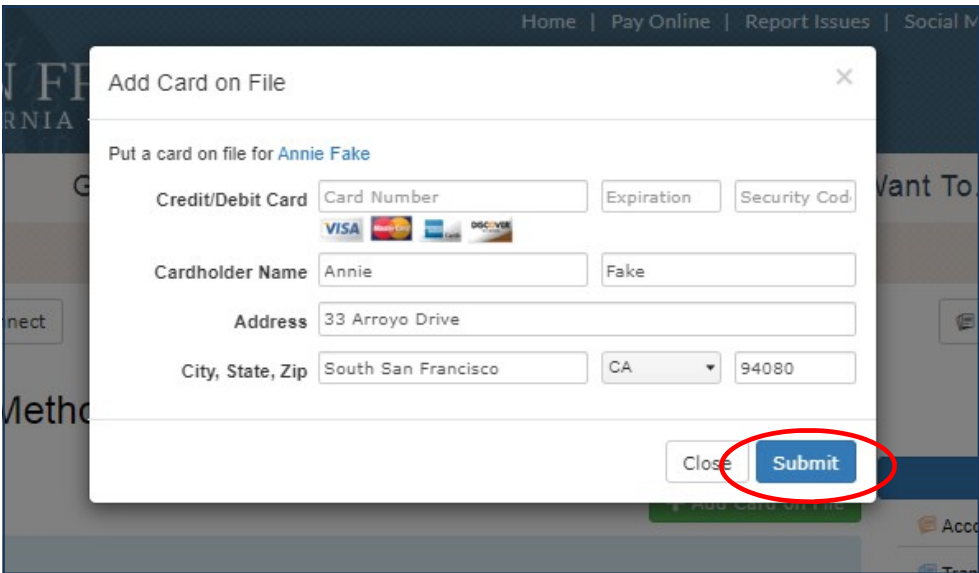
3. Click on “Manage Payment Accounts” from the menu on the right side of your screen.



4. Click on “Add Card on File”.



5. Fill in the form with the requested information and click on “Submit”.



6. After selecting “Submit”, you should see your credit card listed on the screen.

