Multiple Cards per Family

Last Modified on 06/05/2019 8:43 pm EDT

When ePayments are enabled in your database, Jackrabbit defaults to allow you to maintain up to three credit cards on file for each family. If you prefer to only allow for one credit card in each Family record you will need to update your ePayment settings (see **Manage Credit Card & Bank Account ePayment Settings**).

The first credit card added to the Family record is designated as the Primary Card. When subsequent cards are added, the Primary Card can be changed.

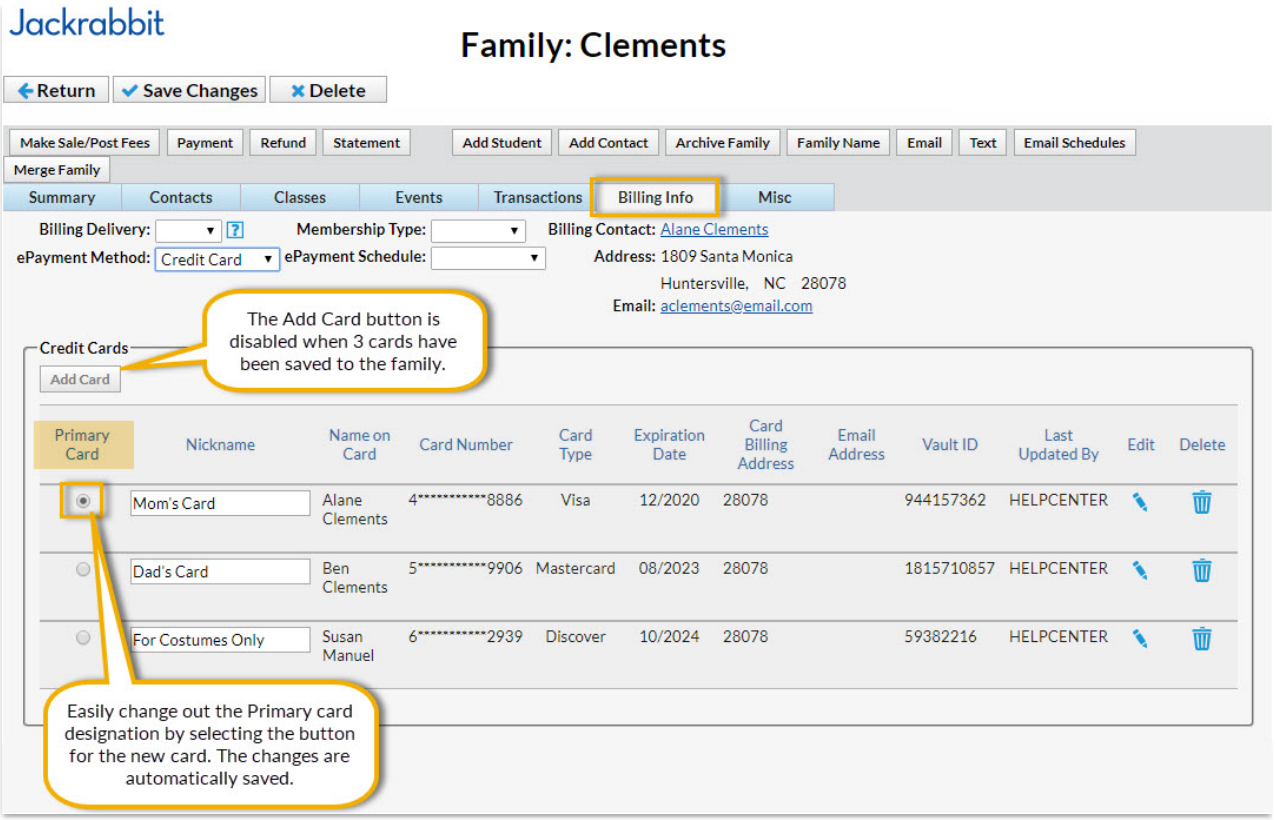
Primary Card Explained

The card that is marked as the*Primary Card* is considered the family's main credit card on file.

The Primary Card is used when you process ePayments in batches using Transactions > Process Credit Cards/Bank Accts.

If a family wants to use a card other than their Primary Card for a recurring payment (*Transactions > Process Credit Cards/Bank Accts*) the Primary Card selection must be changed and saved first. This can be done by a Jackrabbit user on the family's *Billing Info* tab or (if you allow it) by the family themselves using the Parent Portal.

Jackrabbit defaults to the Primary Card when the*Use Card/Acct on File*button is selected, however it is possible to select a secondary card on file in the *Post ePayment* window.


Jackrabbit
Family: Clements
Return
Save Changes
Delete
Make Sale/Post Fees
Payment
Refund
Statement
Add Student
Add Contact
Archive Family
Family Name
Email
Text
Email Schedules
Merge Family
Summary
Contacts
Classes
Events
Transactions
Billing Info
Misc
Billing Delivery:
Membership Type:
Billing Contact: Alane Clements
ePayment Method: Credit Card
ePayment Schedule:
Address: 1809 Santa Monica
Huntersville, NC 28078
Email: aclements@email.com
The Add Card button is disabled when 3 cards have been saved to the family.
Credit Cards
Add Card
Primary Card
Nickname
Name on Card
Card Number
Card Type
Expiration Date
Card Billing Address
Email Address
Vault ID
Last Updated By
Edit
Delete
Mom's Card
Alane Clements
4**********8886
Visa
12/2020
28078
944157362
HELPCENTER
Dad's Card
Ben Clements
5**********9906
Mastercard
08/2023
28078
1815710857
HELPCENTER
For Costumes Only
Susan Manuel
6**********2939
Discover
10/2024
28078
59382216
HELPCENTER
Easily change out the Primary card designation by selecting the button for the new card. The changes are automatically saved.