



Adding a Card on File Through Your Online Pool Account

1. Submit a Pool Tag or Guest Registration Form.

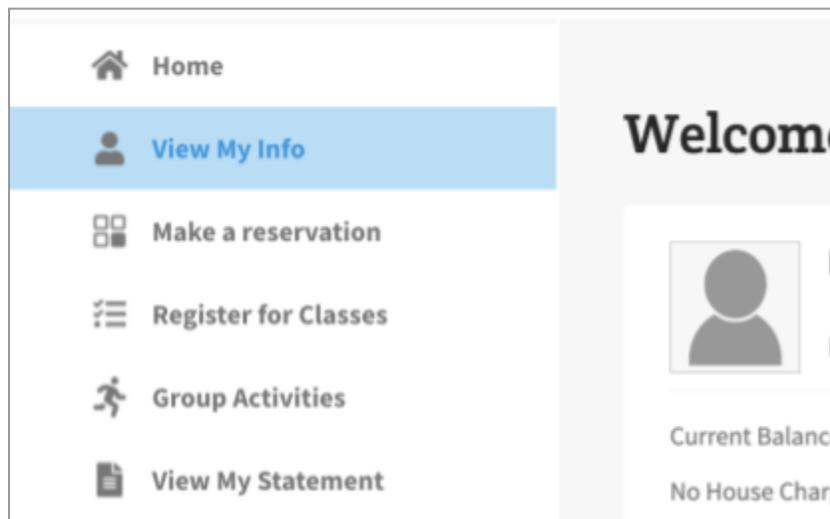
Once you have received a confirmation email, or if you have already completed this step, proceed to step 2.

2. Log into your pool account [HERE](#).

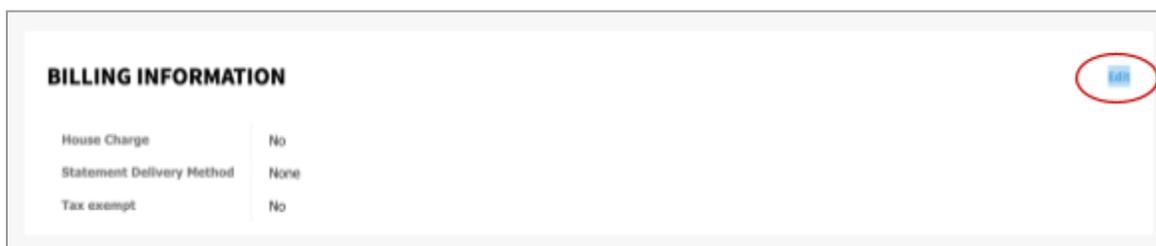
If this is your first time logging into your pool account, click “Access My Account” in the top right and log in with your email address and name.

If you have logged in before, enter your username and password.

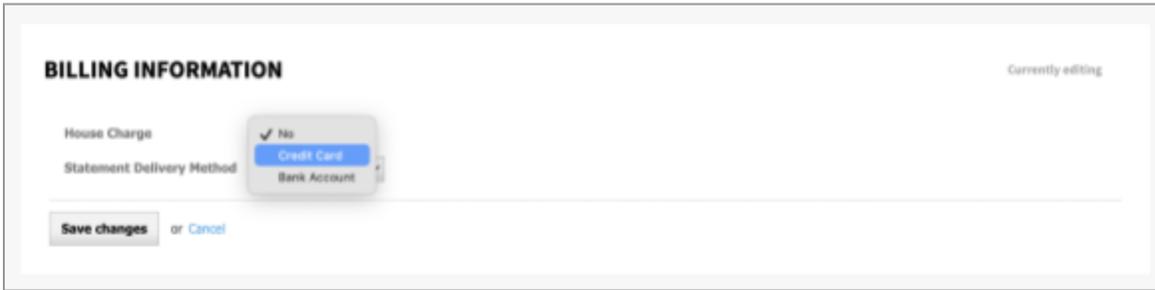
3. Once logged into your account, click “View My Info” on the left side of the screen



4. Scroll down to the Billing Information section click edit.

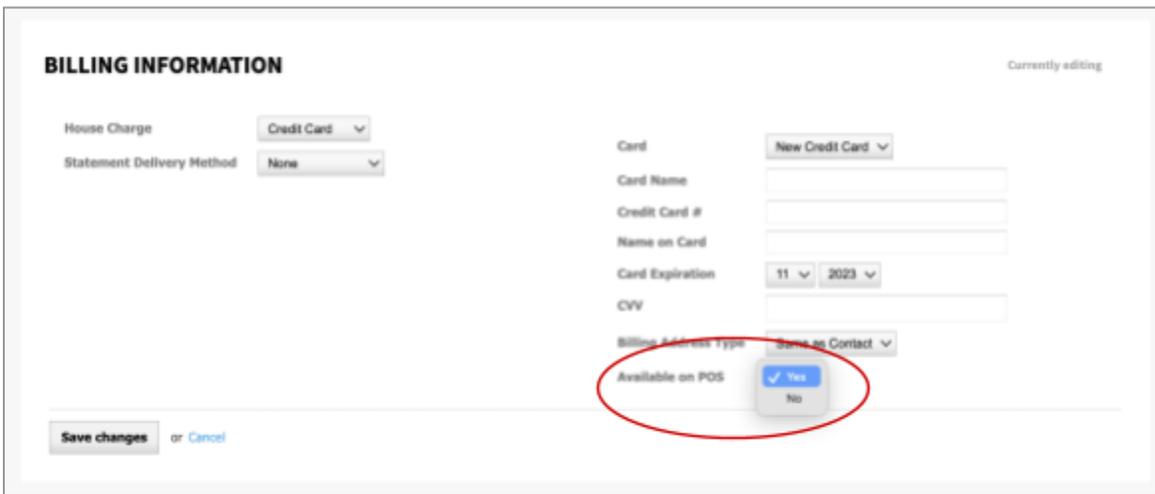


- Next to “House Charge,” change the dropdown menu to “Credit Card”



The screenshot shows the "BILLING INFORMATION" form with the "House Charge" dropdown menu open. The menu options are "No", "Credit Card", and "Bank Account". The "Credit Card" option is highlighted in blue. The "Statement Delivery Method" dropdown menu is set to "None". At the bottom, there are "Save changes" and "Cancel" buttons.

- Enter your credit card information in the boxes that pop up on the right. Make sure to select “Available on POS: YES” at the bottom.



The screenshot shows the "BILLING INFORMATION" form with the "House Charge" dropdown menu set to "Credit Card" and the "Statement Delivery Method" dropdown menu set to "None". The "Card" dropdown menu is set to "New Credit Card". The "Card Name", "Credit Card #", "Name on Card", "Card Expiration" (11/2023), and "CVV" fields are visible. The "Billing Address Type" dropdown menu is set to "Same as Contact". The "Available on POS" dropdown menu is set to "Yes" and is circled in red. At the bottom, there are "Save changes" and "Cancel" buttons.

- Click “Save Changes”