

## On Demand MasterCard/Visa and Discover Payments

Effective Sunday August 19, 2012, the old method of making an On Demand MasterCard/Visa or Discover Card payments has changed.

### New Process:

- 1) Logon to [www.swimsmrt.com](http://www.swimsmrt.com).
- 2) Click on "My Account".
- 3) Click on "My Invoice/Payment".
- 4) Click on the "Make Payment" tab.
- 5) Click on the "Edit" link. This will open the credit card information page.
- 6) Enter your credit card information. Note the "Copy Name and Address" link on this page to pull in your name, address and phone number in the system. The name should be the same name that is on the credit card. If not, make the appropriate changes.
- 7) Click "Save Changes".
- 8) Enter Amount to Pay.
- 9) Click "Make Payment"
- 10) You will receive an email confirmation that your payment has been accepted.
- 11) If your payment is rejected, there is a 2 hour block in the system before you can try again.
- 12) Payment will be immediately posted to your account. If you are paying for registration dues outside of the Online Registration Process, please send an email to [smrtfinance@gmail.com](mailto:smrtfinance@gmail.com) letting us know. We will need to mark you paid and set your swimmer(s) to Active Status in the Registration Module. Otherwise, your swimmer(s) will remain in a Suspended status.

### PLEASE NOTE THE FOLLOWING:

- 1) By making an On Demand payment through the "My Invoice/Payment" process, the system will automatically set your account to Auto Pay using that credit card.
- 2) This can be cancelled by going to "My Account" – "Setup Auto Pay"
- 3) From the drop down menu select "Manually Mail payments to team".
- 4) This will cancel the Auto Pay feature and delete the credit card information from the system.
- 5) Next month when making an On Demand payment, you will need to follow this same process.