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Add Payment Method: Card

STEP BY STEP INSTRUCTIONS FOR HOW TO ADD A DEBIT OR CREDIT CARD TO YOUR ACCOUNT PROFILE

Version 1.0

Effective Date: 11/01/2025

Related Links & Guides

- [Glossary](#)
- [Add Payment Method: ACH User Guide](#)

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Getting Started

Adding/updating Payment Methods can be found in the **My Account** section of the Short Code Registry

For this User Guide, we will cover how to add a new **Card** as your organization's payment method.

Click on the Payment Method tab following Login.

GCH Registrant

ACCOUNT DETAILS MY PROFILE USER MANAGEMENT **PAYMENT METHOD** STATUS & VETTING

ACCOUNT ID: 4000019 PROGRAM TYPE: Standard ACCOUNT CREDIT: \$0 NUMBER OF LEASED CODES: 0

Contacts

ACCOUNT CONTACT: Greg Osterhout, gosterhout+gchregistrantadminprod@gchtech.com

SECONDARY ACCOUNT CONTACT: + Add Contact

Business Details

Details	Address
LEGAL ENTITY TYPE: Corporation	ADDRESS 1: 16192 Coastal Hwy
MESSAGING ROLE: Application Service Provider	CITY: Lewes
URL: https://www.gchtech.com	STATE: Delaware

Billing

Contact	Address
NAME: Greg Osterhout	ADDRESS 1: 16192 Coastal Hwy
PHONE NUMBER: +1 (469) 877-4989	CITY: Lewes
EMAIL: gosterhout+gchregistrantadm...	STATE: Delaware

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My Account Payment Method

When you first login your account will not have any Payment Methods available – unlike the details found in the My Profile tab, these were not migrated into the new registry.

Click on Add Payment Method to add a new payment method (Card or ACH).

NOTE: Wire Transfer and Check are also acceptable payment methods. If you use these options, you will select these as payment options when leasing new code(s) or renewing code(s).

The screenshot shows the GCH Registrant interface. The top navigation bar includes 'short code registry', 'GCH Registrant' (with a GC logo), and a user profile for 'Samantha C. Roberts'. The main menu on the left lists 'Order a Short Code', 'Short Code Registry' (with sub-options: Short Codes, Brands, Content Providers, Billing), 'My Account', 'Reports', 'System Messages', and 'About Short Codes'. The 'Payment Method' tab is selected in the top navigation bar. A red box highlights the 'Add Payment Method' button. A modal window is open, showing a 'Default Payment Method' card. The card details are: Card Type: Visa, Card Number: **** * 3773, Exp. Date: 07/2029, Card Nickname: Short Code Monthly Card.

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Add Payment Method Card

Once you click on **Add Payment Method**, you will choose Card.

To complete the process of adding a **Card**, you need to include the following required fields:

- Name on Card
- [Card Number](#)
- Card Expiration Date
- [CVV](#)
- State
- 5-digit zip code

It is highly encouraged to use the **Card Nickname** field (30 characters in length, alpha-numeric) to help distinguish between multiple cards.

The additional fields are optional and for informational purposes only.

Set the credit card as the default payment method to ensure auto-renew is successful.

Click **Save**.

← Payment Method

Add Payment Method

[Choose a saved contact](#)

Card ACH

Name on card *

John Doe

Card number *

4111 1111 1111 1111

Expiry *

05/2024

CVC *

123

COUNTRY

United States

CARD NICKNAME

BILLING ADDRESS 1

BILLING ADDRESS 2

CITY

STATE *

New Jersey

ZIP CODE *

08854

Set as default

Setting this as the default payment method indicates that this payment method will be used for auto-renew.

Save

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Payment Method

Once you save the card details, the page will redirect to the Payment Method tab.

[Default Payment Method](#) - At this point, you can choose which payment method you want to use as the default payment method.

[Edit/Remove](#) - Furthermore, you can choose [Edit Payment Method](#) or [Remove Payment Method](#) for an existing card. You will need a card's CVV to save any edits.

NOTE: If there is only one payment method on the account, it will automatically be marked as the [Default Payment Method](#).

The screenshot shows the GCH Registrant interface with the 'Payment Method' tab selected. On the left, a sidebar menu includes 'Order a Short Code', 'Short Code Registry', 'Short Codes', 'Brands', 'Content Providers', 'Billing', 'My Account', 'Reports', 'System Messages', and 'About Short Codes'. The main content area has tabs for 'ACCOUNT DETAILS', 'MY PROFILE', 'USER MANAGEMENT', 'PAYMENT METHOD', and 'STATUS & VETTING'. The 'PAYMENT METHOD' tab is active. It displays a list of payment methods. The first card, 'Default Payment Method', is selected and shows details: Card (Visa), Card Number (**** * 3773), Exp. Date (07/2029), and Card Nickname (Short Code Monthly Card). The second card, 'Set as Default', is also selected and shows details: Card (Visa), Card Number (**** * 3773), Exp. Date (07/2029), and Card Nickname (Short Code 3 Month). A third card is partially visible. A red box highlights the 'Edit Payment Method' and 'Remove Payment Method' buttons for the second card. The 'Edit Payment Method' button has a 'Pending Validation' status. The 'Remove Payment Method' button is labeled 'CAPITAL ONE N.A. CHECKING'.

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Payment Method

Remove Payment Method

You may choose to delete a payment method at any time.

A warning dialogue will appear prior to removal to confirm that you would like to remove that payment method.

Note: You may not delete your Default Payment Method. First assign a new default, then you can delete the payment method.

The screenshot shows the GCH Registrant interface. At the top, there is a navigation bar with tabs: ACCOUNT DETAILS, MY PROFILE, USER MANAGEMENT, PAYMENT METHOD (which is selected), and STATUS & VETTING. A user profile is shown on the right: Samantha C. Roberts (scroberts). Below the navigation bar, there is a section titled "Add Payment Method" with three cards: "Default Payment Method" (Card Visa, exp. 07/2027), "Set as Default" (Card Visa, exp. 07/2028), and "Set as Default" (ACH, Capital One N.A., exp. 07/2025). A modal dialog box is centered over the cards, titled "Remove Payment Method?". The dialog contains the text: "Removing this payment method will make it unavailable for future transactions. Are you sure you want to proceed?". It has two buttons: "Cancel" and a red "Remove Payment Method" button. At the bottom of the dialog, it says "Results: 1-6 of 7".

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Glossary

Card Number - All major cards are accepted for the purchase of Short Code(s); Visa, Discover, MasterCard & American Express. American Express card numbers are 15-digits verses all others which are 16-digits.

Card Verification Value (CVV) - A 3 or 4-digit security code on your credit or debit card, used to verify your identity and prevent fraudulent "card-not-present" transactions.

Default Payment Method - A default payment method must be selected if auto-renew and autopay is enabled on one or more Short Code(s). The only payment methods that can be chosen as a default payment method are Card & ACH. The first payment method entered (Card or ACH) will be marked as the Default Payment Method unless manually changed.

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Version History

Date	Version	Details
10/09/2025	1.0	Initial Release