

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](#)

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.

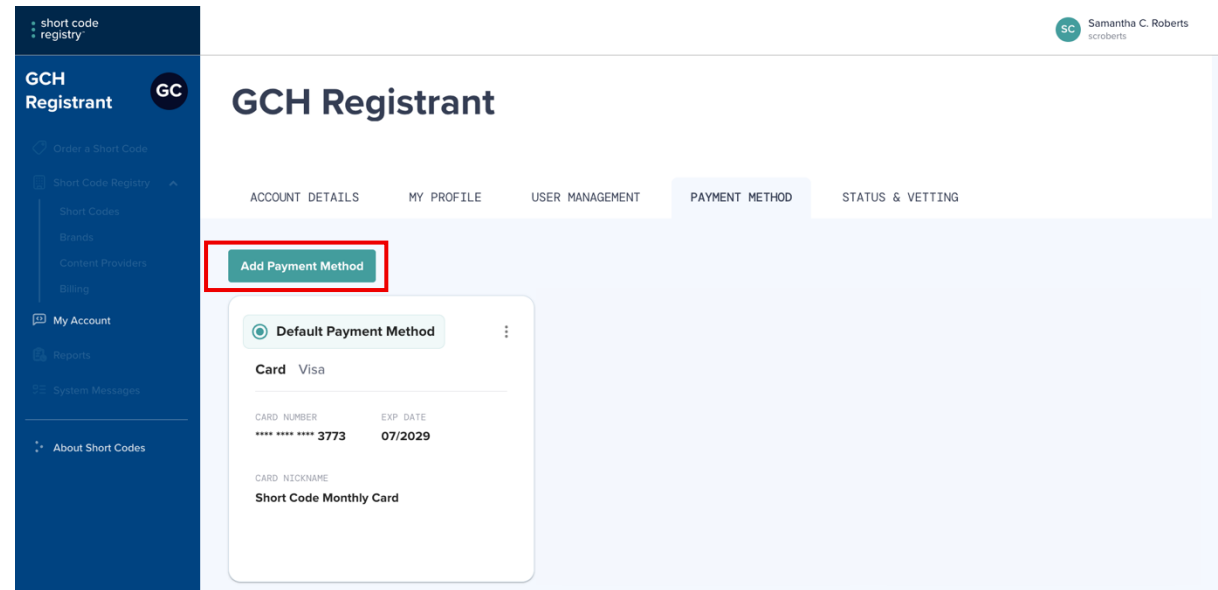
The screenshot displays the GCH Registrant dashboard. On the left is a dark blue sidebar with the 'short code registry' logo and a 'GCH Registrant' header. The sidebar menu includes 'Order a Short Code', 'Short Code Registry', 'Short Codes', 'Brands', 'Content Providers', 'Billing', 'My Account' (highlighted), 'Reports', 'System Messages', and 'About Short Codes'. The main content area is titled 'GCH Registrant' and features a top navigation bar with tabs: 'ACCOUNT DETAILS', 'MY PROFILE', 'USER MANAGEMENT', 'PAYMENT METHOD' (highlighted with a red box), and 'STATUS & VETTING'. Below the tabs, the 'ACCOUNT DETAILS' section shows fields for 'ACCOUNT ID' (4000019), 'PROGRAM TYPE' (Standard), 'ACCOUNT CREDIT' (\$0), and 'NUMBER OF LEASED CODES' (0), with an 'Edit Account Details' button. The 'Contacts' section includes an 'ACCOUNT CONTACT' card for Greg Osterhout (gosterhout@gchregistrantadminprod@gchtech.com) and a 'SECONDARY ACCOUNT CONTACT' card with an '+ Add Contact' button. The 'Business Details' section is divided into 'Details' and 'Address' columns, showing information like 'LEGAL ENTITY TYPE' (Corporation), 'MESSAGING ROLE' (Application Service Provider), 'URL' (https://www.gchtech.com), 'ADDRESS 1' (16192 Coastal Hwy), 'CITY' (Lewes), and 'STATE' (Delaware). The 'Billing' section also has 'Contact' and 'Address' columns, displaying 'NAME' (Greg Osterhout), 'PHONE NUMBER' (+1 (469) 877-4989), 'EMAIL' (gosterhout@gchregistrantadm...), and the same address information. 'See More' links with dropdown arrows are present at the bottom of the Business and Billing sections. The top right corner of the dashboard shows a user profile for Samantha C. Roberts (sroberts).

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).



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 *	CVC *
05/2024	123

COUNTRY
United States

CARD NICKNAME

BILLING ADDRESS 1

BILLING ADDRESS 2

CITY	STATE *	ZIP CODE *
	New Jersey	08854

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

Save

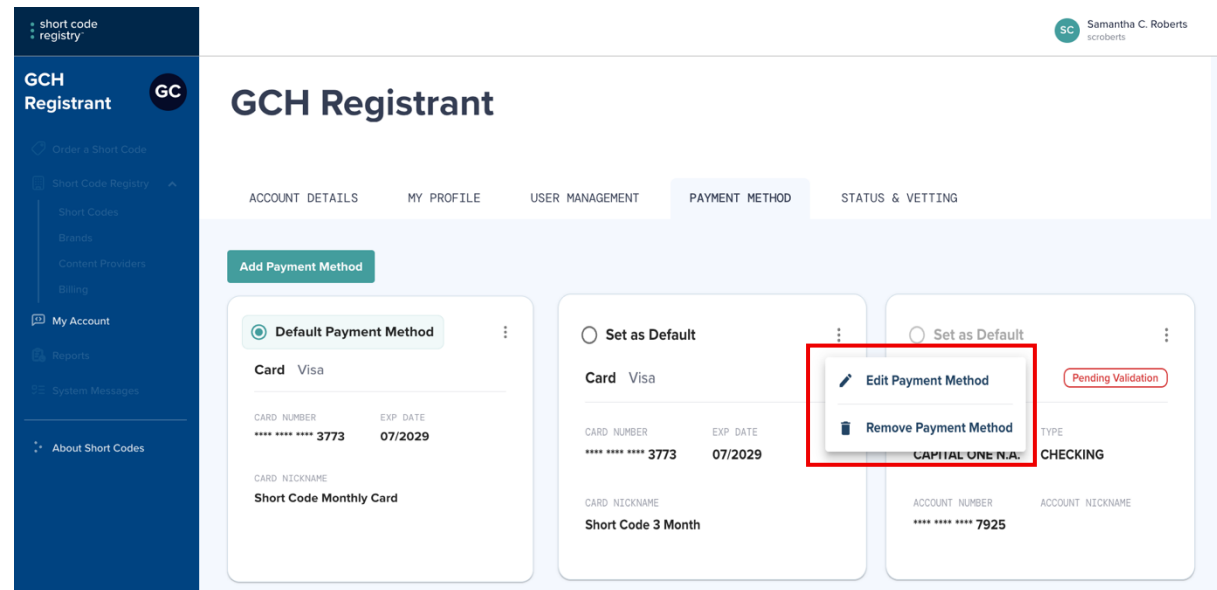
Payment Method

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 cards CW 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**.



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 displays the 'GCH Registrant' dashboard with the 'PAYMENT METHOD' tab selected. A modal dialog titled 'Remove Payment Method?' is centered on the screen, asking for confirmation to remove a payment method. The dialog includes a 'Cancel' button and a 'Remove Payment Method' button. In the background, the 'Add Payment Method' button and a list of existing payment methods are visible. The list includes a 'Default Payment Method' (Card Visa) and two other methods (Card Visa and ACH) that can be set as default. The ACH method is currently in a 'Pending Validation' state. The bottom of the screen shows pagination controls for 'Results: 1-6 of 7'.

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.

Version History

Date	Version	Details
10/09/2025	1.0	Initial Release