

HOW TO ADD YOUR CARD ON THE **ACCELERIT** CLIENT PORTAL

& enjoy convenience at your fingertips

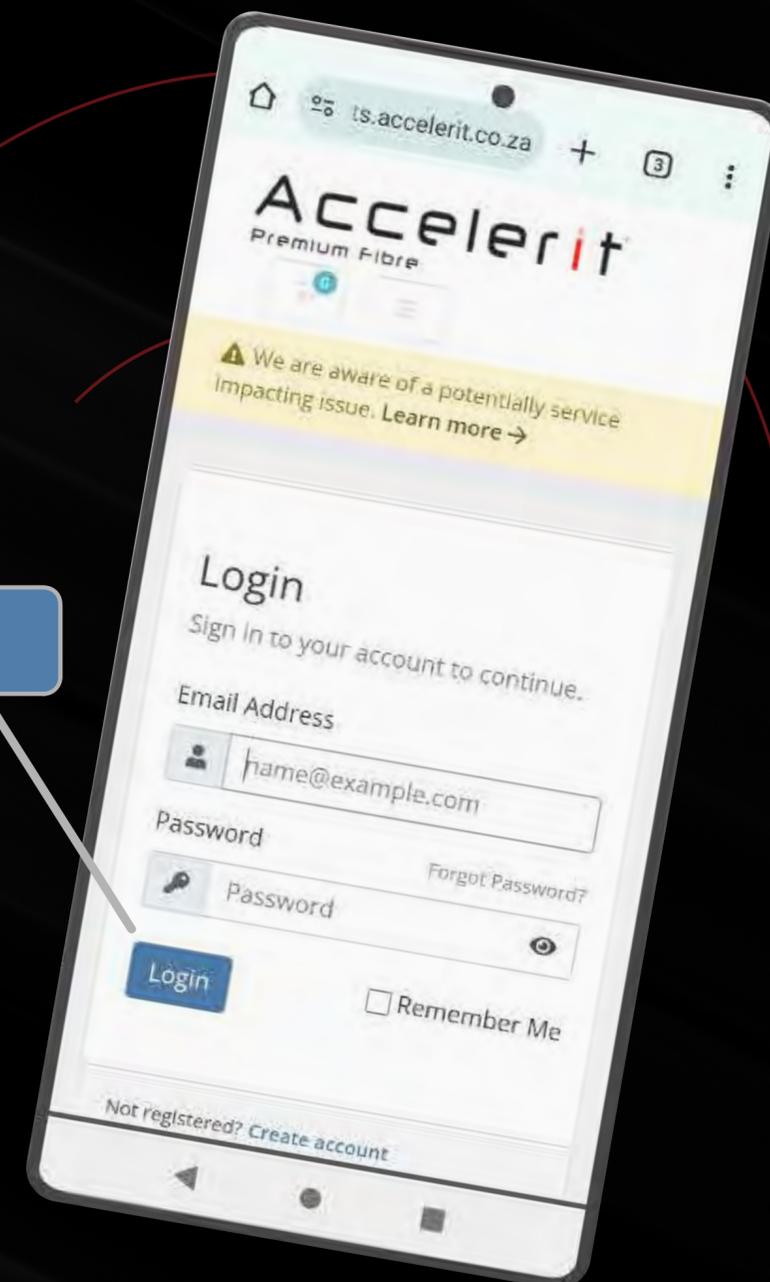


ACCESS THE CLIENT PORTAL

Click the secure link provided in your invoice notification email to log in to the Client Portal.

For your convenience, we recommend bookmarking this link for easy access in the future.

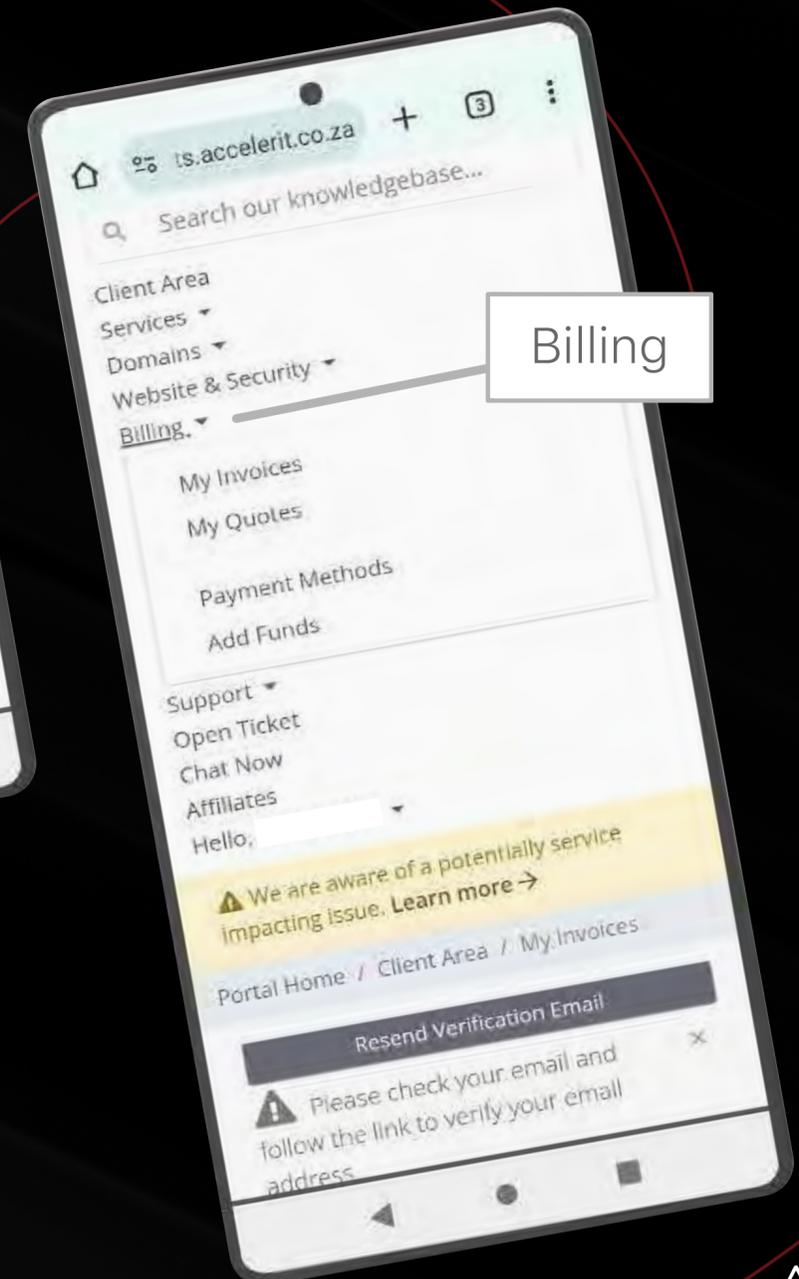
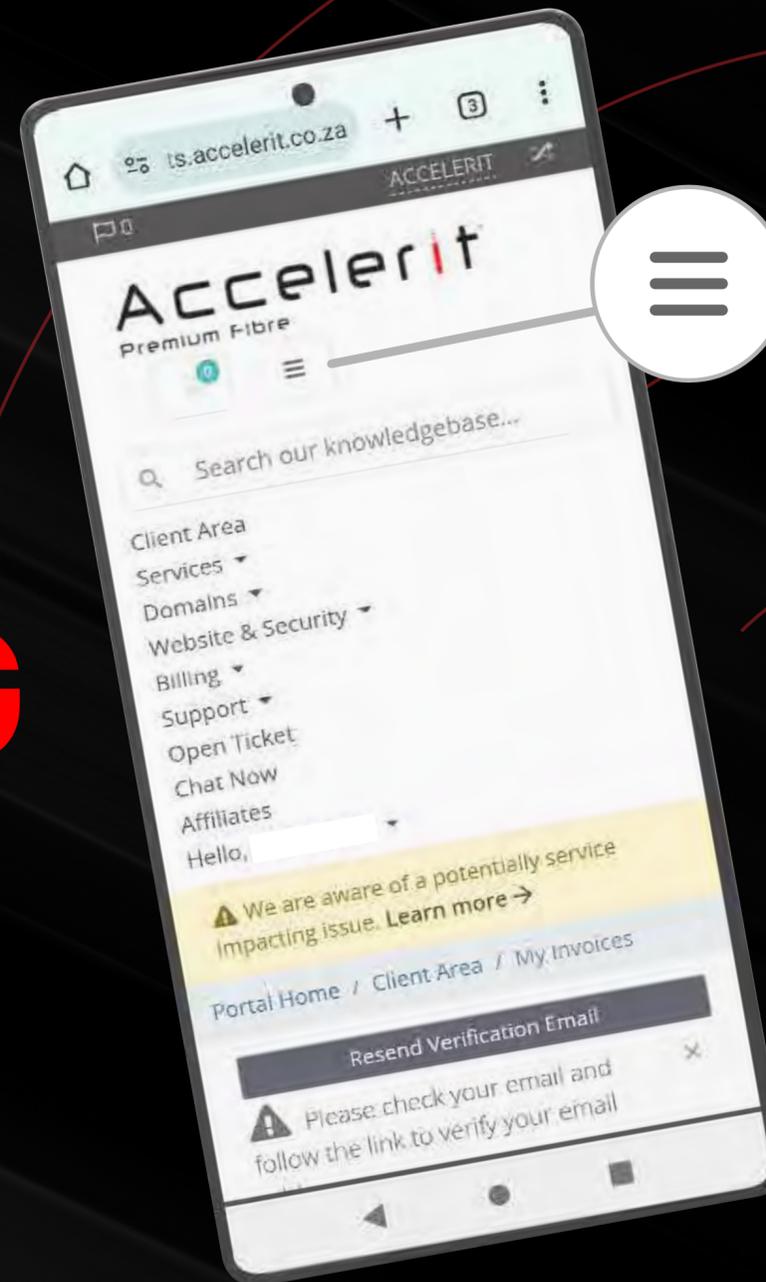
Login



GO TO THE **BILLING** SECTION

Once logged in, you will land on the home page.

At the top of the screen, locate and click on the "**Billing**" tab.

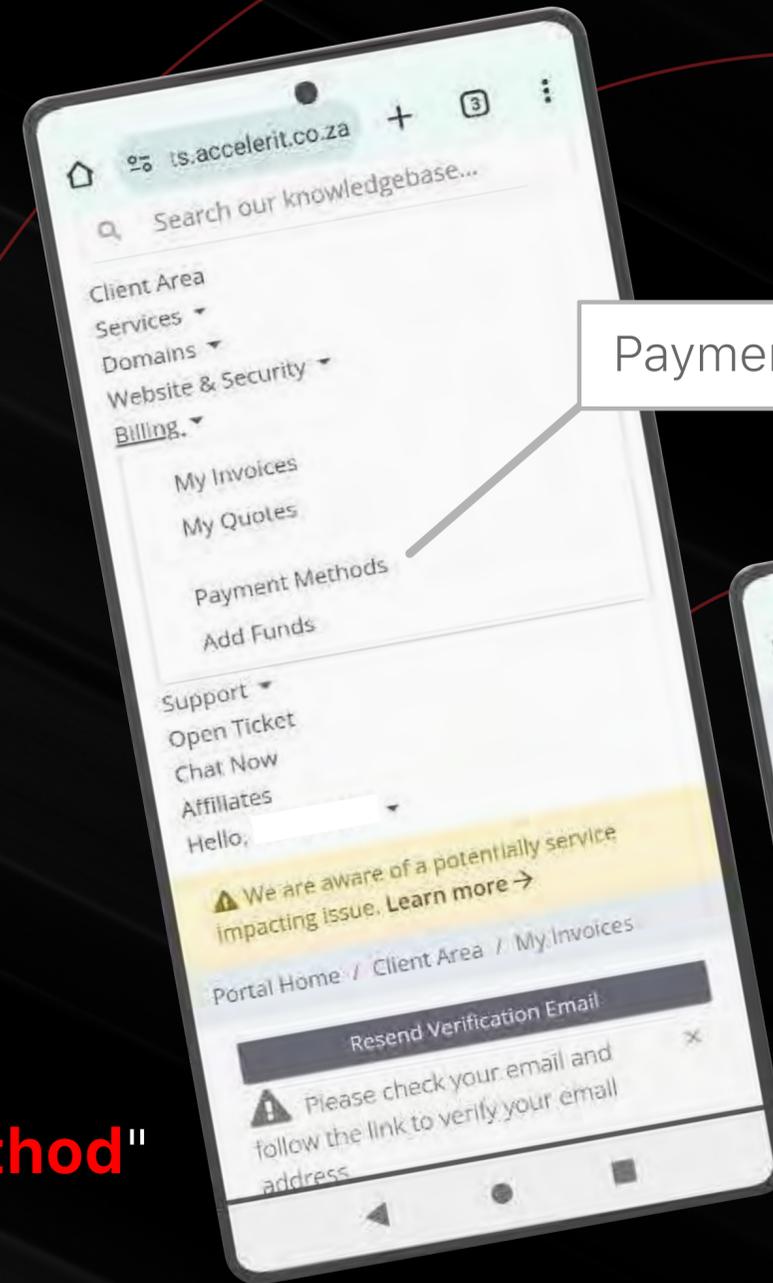


Billing

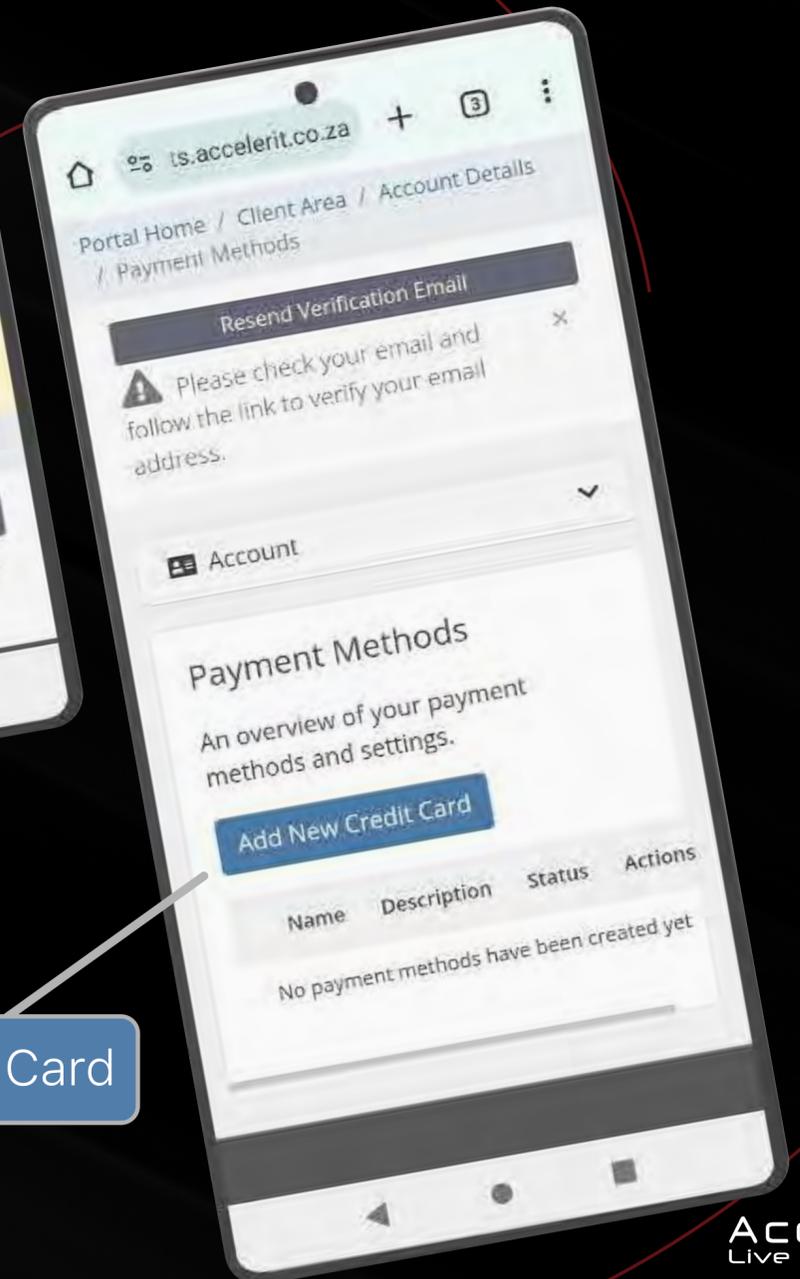


ADD YOUR PAYMENT METHOD

In the Billing section, select "**Payment Method**" and then click on "**Add New Credit Card**."



Payment Methods



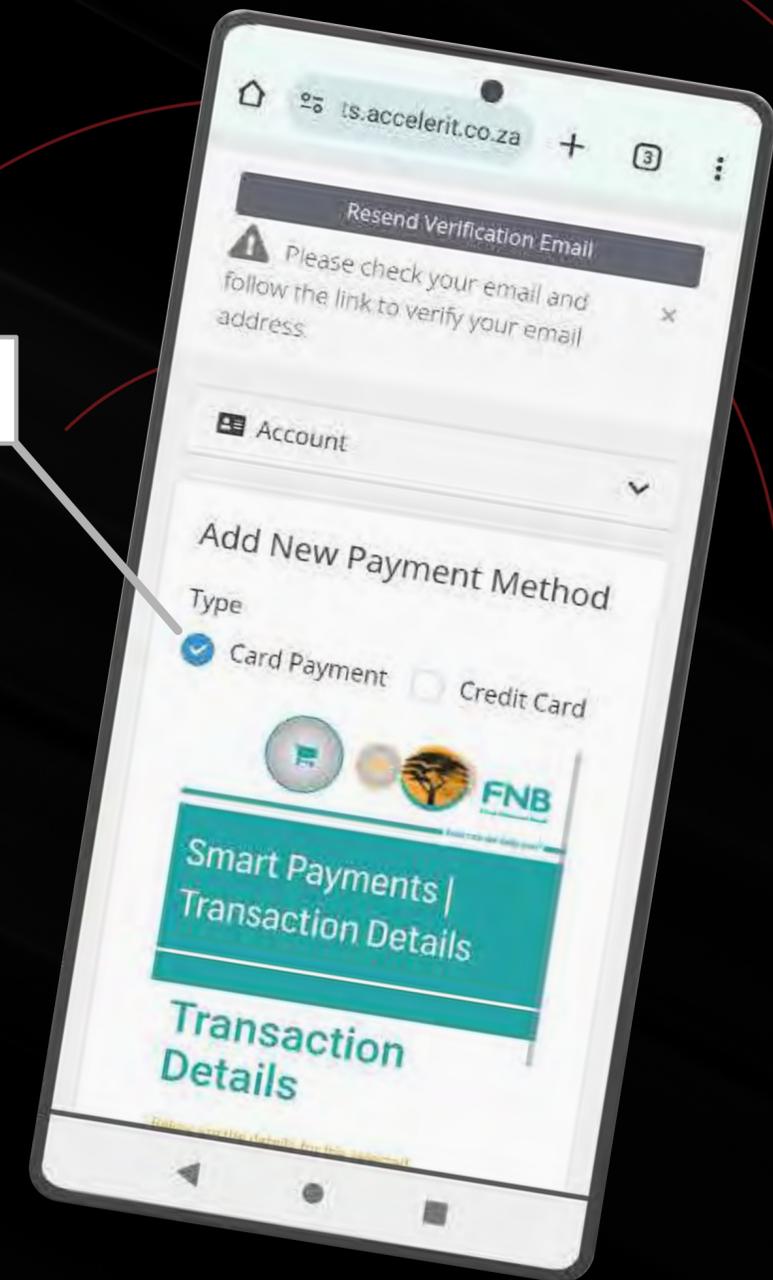
Add New Credit Card



SELECT PAYMENT OPTION

You will be presented with two options:
"Card Payment" & "Credit Card"
Please select "**Card Payment**" to proceed.

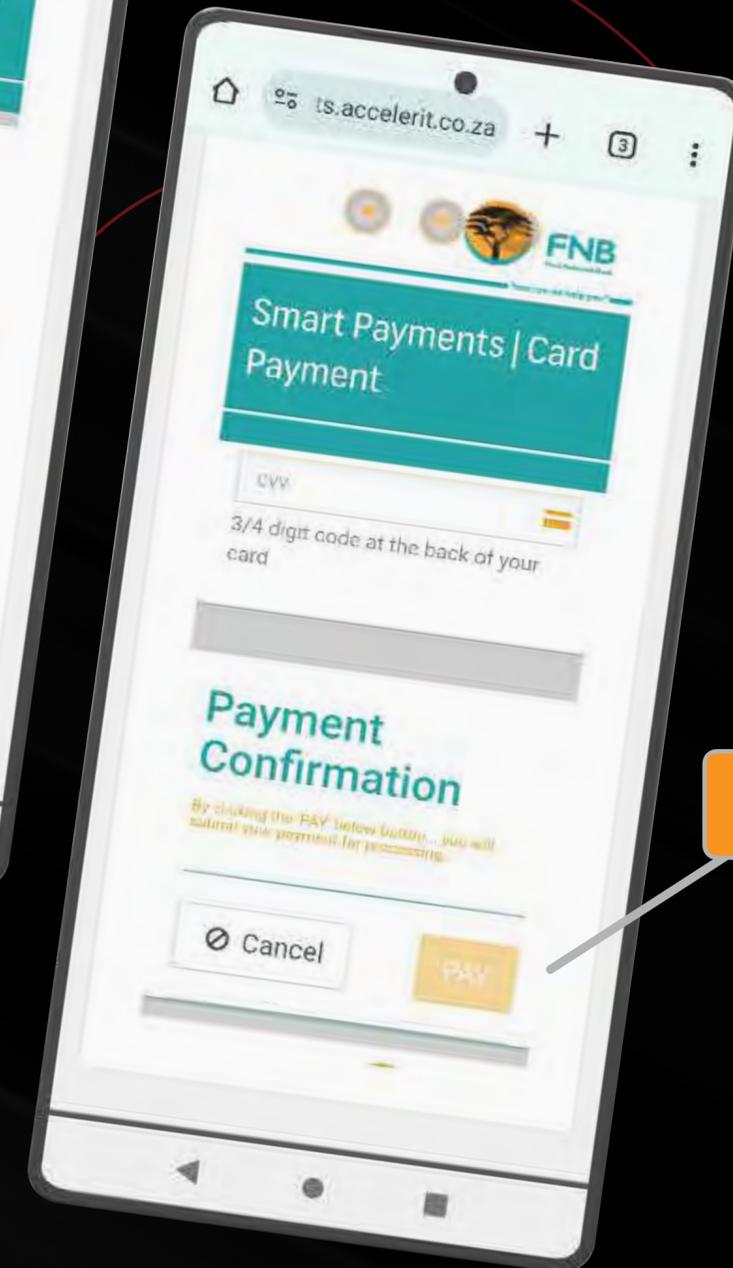
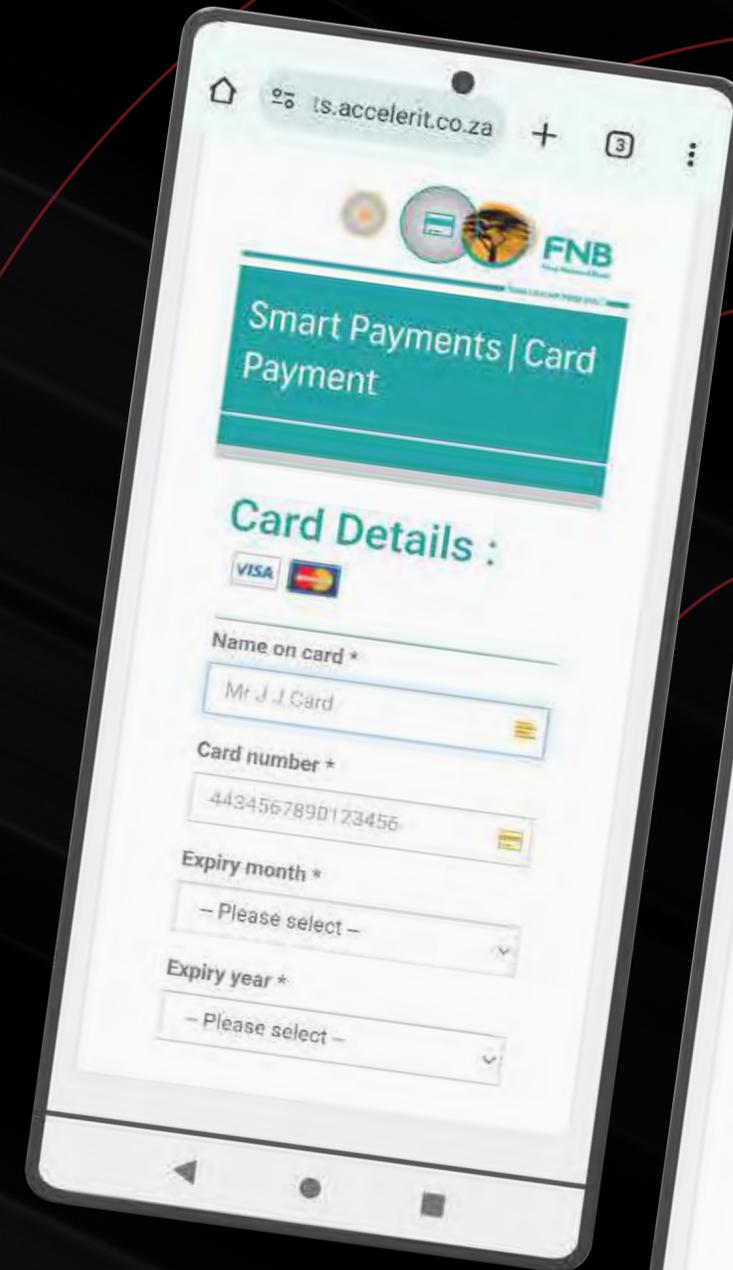
Card Payment



ENTER YOUR **CARD** DETAILS

A secure payment page will open where you can enter your card information.

Once you click "**Pay**" you will be directed to a 3D Secure Authentication screen for your safety.



CONFIRM WITH **OTP**

Your bank will send a One-Time Pin (OTP) via SMS.

Enter the OTP to authorise the transaction securely.

Alternatively, you will need to authorise the transaction by logging in to your banking app.





SETTLE YOUR **INVOICES**

Once your card has been added, navigate to the "**My Invoices**" tab in the portal to settle any outstanding payments.

Quick, simple, and secure!

