

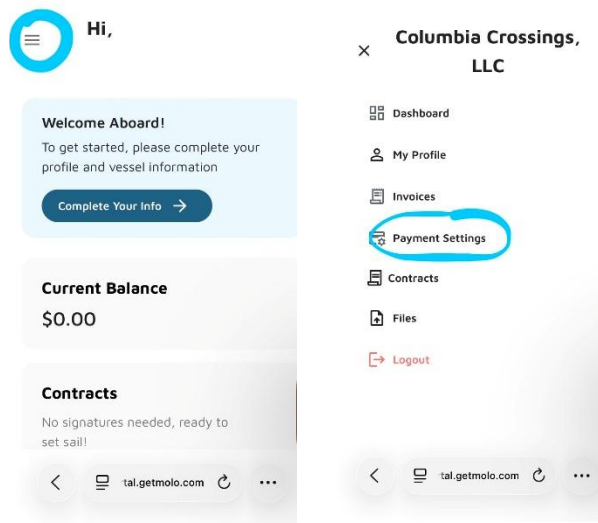
How to Add or Change a Payment Method on Molo

1. Go to the Molo Portal by following the link: <https://1158.portal.getmolo.com>

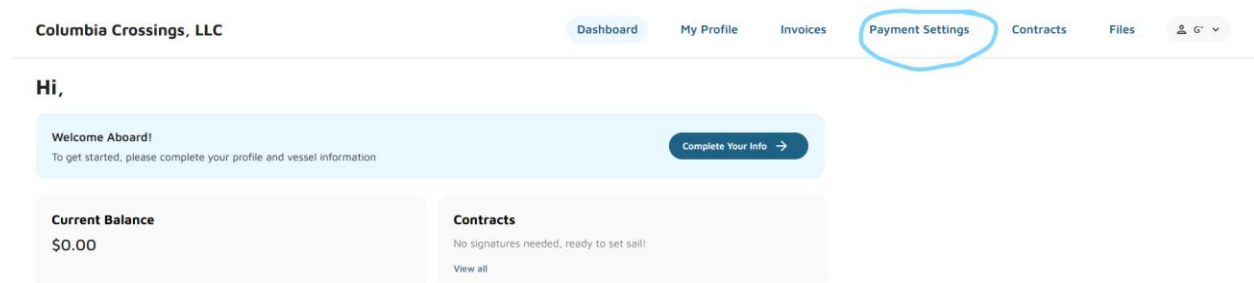
NOTE: Molo works best in Google Chrome as opposed to another browser

2. Log into your account.
3. Once into your profile, go to “Payment Settings”

If you are on **mobile** click the three lines in the top left corner. Then select “Payment Settings” from here you can add a new payment method or remove a preexisting payment method.



If you are on **desktop**, in the upper right corner select “Payment Settings”, from here you can add a new payment method or remove a preexisting payment method.



4. Linking an Alternative Payment Method

You can link a credit card by selecting add a “New Card” and providing the card number, CVV, and expiration date.

You can also link a bank account by selecting add a “New Bank Account”.

Select your Bank or Credit Union from the search bar.

NOTE: Some small/local credit unions are affiliated with Stripe (the payment vendor used by Molo). If your banking institution is not listed please use a different bank, credit card, or set up bill pay through your bank directly.

You will then be prompted to sign into your banking institution mobile app.

Once signed in, you can select the bank accounts you want linked to your Molo account. If you have multiple accounts, make sure only those selected are the ones you would like linked to Molo, deselect any accounts you do not want to link.

5. Enroll in Autopay

Once your payment method has been linked it will show up under your “Payment Method” in “Payment Settings”. You can choose to “Manage Automatic Charging” and enroll the payment method of your choice in autopay.

If you choose not to enroll in autopay, you will need to manually pay your bill each month through this customer portal.

NOTE: Autopay runs on when payments are due, on the first of the month. But any payment made after the 10th of each month will incur a late fee of \$30 per space/slip.