## Process for updating payment card details in Jim Jam Music Class Manager Parent Portal

STEP 1 - Login to the Jim Jam Music Parent Portal - https://app.classmanager.com/portal/jim-jam-music-6024/login

Username: your email address

Password: the one that you created when you first logged into the Parent Portal. Click "Forgot your password?" if needed



STEP 2 - At your DASHBOARD, click on PROFILE from the top menu.



## STEP 3 - Once you've clicked on PROFILE, choose SETTINGS from the drop-down menu.



STEP 4 - When in SETTINGS navigate to PAYMENT CARDS and click the WHITE WHEEL in the PURPLE BOX on the right.



## STEP 5 - Once you're in the CARD PAYMENTS screen, click ADD CARD.

Jim Jam Music - Portal <b>jimjano</b> <b>Card Payments</b> Dashboard Shop Students ~ Classes ~ Billing ~ Profile ~	James Thomas   Logout
HOME > CARD PAYMENTS	
Payment Cards Your available cards	
CARD TYPE LAST 4 EXPIRY DATE	
No cards provided	
Add Card	

STEP 6 - enter your card details and don't forget to tick the *Securely save my information for 1-click checkout* and SAVE CARD.

Email		
Save payment informatio	n	
Card information		
1234 1234 1234 1234		VISA 🌔 🦓
MM / YY	CVC	
Cardholder name		
Full name on card		
Country or region		
Australia		
Securely save my inform Pay faster on Jim Jam Mu accepted.	mation for sic and ever	1-click checko ywhere Link is

through either card network. By saving your payment information, you allow Jim Jam Music to charge you for future payments in accordance with their terms.