# Step 1 of 4: Access Dealership Profile

In the LGM HUB, payments can be managed by a single user that has accounting access for set up of either Electronic Funds Transfer (EFT) or credit card. If there is an issue with your access, please contact customer service.

At the top right, click **Your Username (1)** to display the profile options, then click **Company Profile (2)** to access the **Account Management** screen.

		📪 🕍 English 🗸 Log Out
MENU <	Edit Security Questions	
> Sales Tools	My Profile	
Quick Quote	Company Profile	
Quote Search		
Contract Search		

#### Step 2 of 4: Manage Payment Methods

Click the **Accounting Settings (3)** tab to access the **Manage Payment Methods** area.

Click on either **+Add Credit Card (4)** or **+Add Bank Account (5)** to select the desired payment method you would like to add.

**Note**: You can add multiple credit cards and bank accounts.

# Dealer/Repair Account Management

Trading Name	CONTACT ACCOUNTING SETTINGS
Quality Autos West	
Account ID	Manage Payment Methods
100179	
Account Status	+ Add Credit Card
Active	No credit card found
Legal Name	+ Add Bank Account
Quality Autos West	No bank accounts found
Dealer Group	

# Step 3 of 4: Add Payment Method Details

Add credit card or bank account details.

When entering a **Payment Method Name** (6) select one that is easily identifiable when making payments.

**Note**: The **Status** (7) will default to Active, in the event that you no longer wish to use a payment method simply change the status to Inactive.

Once details are entered, click **Save** (8) to add the payment method.

#### Credit Card

Cardholder Name	Card Number		Expiry mm/yy	
Payment Method Name	Status			
	Active	*		

## Bank Account

Example of Bank Details on Ch " D G H " L D G H " L D G H H L L D G H H L L D L L D L L L L L L L L L L L L	eque 5 : 123 : 46578901 incial Account ution Number nber	1 II*
Transit Number	Institution Number	Bank Account Number
Payment Method Name	Status 7	
	Active	Ŧ
	8 Save C	ancel

## Step 4 of 4: Confirm Payment Method

Once a payment method has been added it cannot be deleted; however, you may edit the details or change the status to inactive by clicking the edit  $\overrightarrow{y}$  (9) icon.

**Note**: To ensure security, only a portion of the credit card is visible and if updating is required you must enter the full credit card number.

CONTACT	PRODUCTS	ACCOUNTING SE	TTINGS	LIENHO	LDERS		
<ul> <li>Manag</li> </ul>	e Payment Met	hods					
+ Add Cre	edit Card						
Number	Payment Method Type	Payment Method Name	Credit Car Number	d Ex (r	piry Date nm/yy) Si	tatus	
1	MasterCard	Primary MC	******54	454 01	/20 A	ctive	9
+ Add Bar	nk Account						
Number	Payment Method Type	Payment Method Name	Bank/ Institution	Branch/ Transit	Bank Account Number	t Status	
	Bank	ABC Bank	010	12345	567584	Active	=/