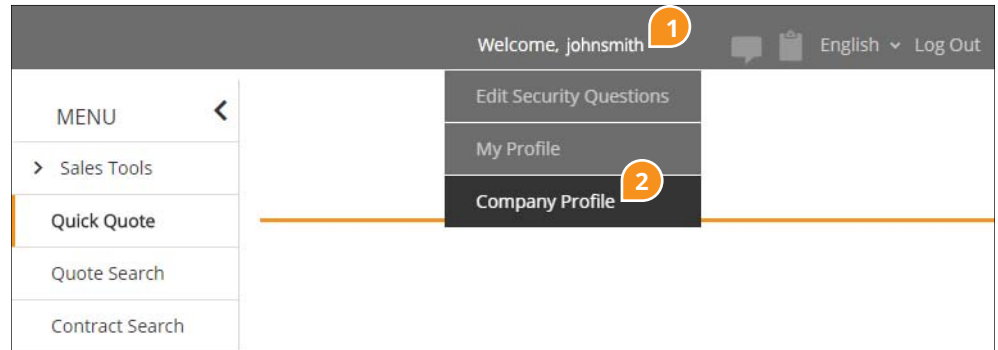


Step 1 of 4:

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.



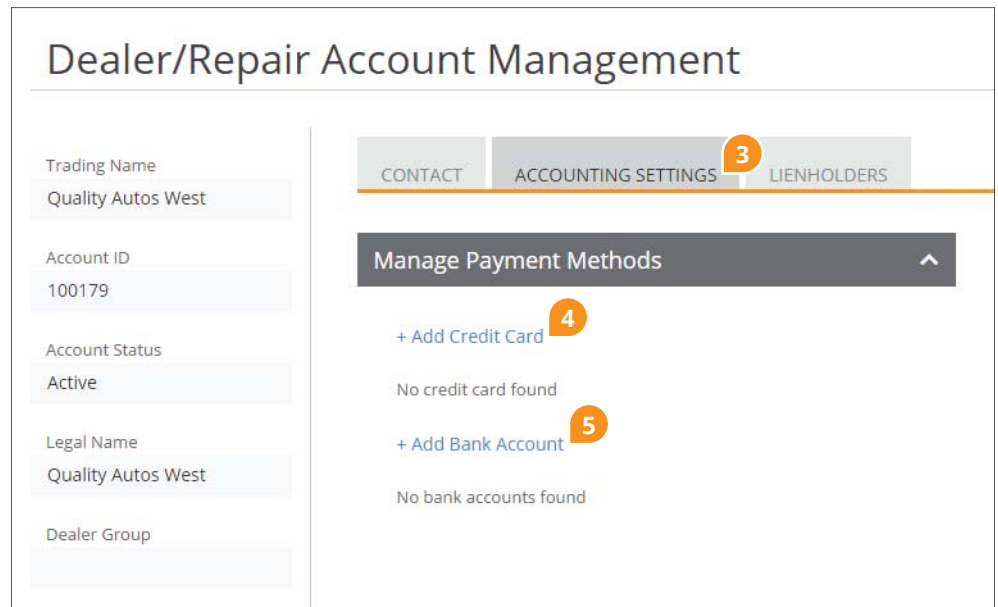
Step 2 of 4:

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.



Need Help?

If you have any questions, please contact **Customer Service** at:
1.800.510.8372 | service@lgm.ca

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

Bank Account

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 (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.

Number	Payment Method Type	Payment Method Name	Credit Card Number	Expiry Date (mm/yy)	Status
1	MasterCard	Primary MC	*****5454	01/20	Active

Number	Payment Method Type	Payment Method Name	Bank/Institution	Branch/Transit	Bank Account Number	Status
1	Bank	ABC Bank	010	12345	567584	Active

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