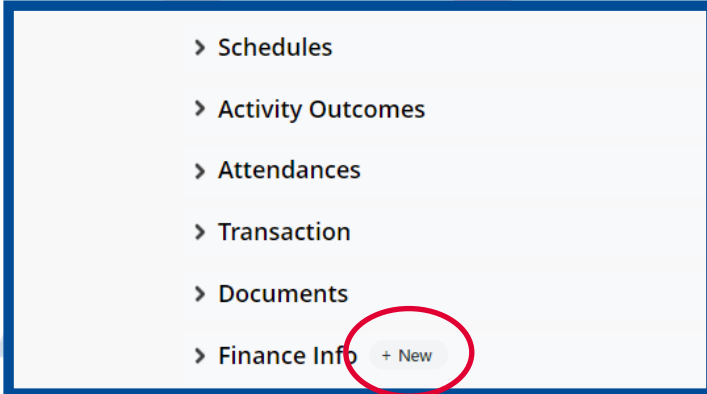


## STEP 1

Login to your existing account [rrcwb.perfectmind.com](http://rrcwb.perfectmind.com)

## STEP 2

Scroll down to “Finance Info” and click “+NEW”

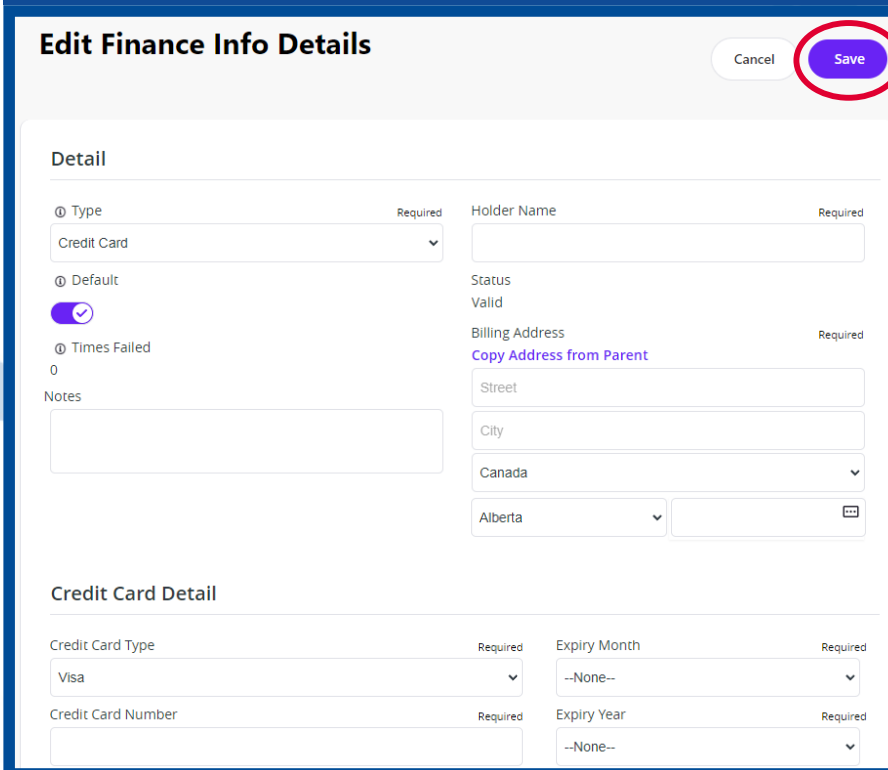


A vertical sidebar menu with the following items: Schedules, Activity Outcomes, Attendances, Transaction, Documents, and Finance Info. The 'Finance Info' item has a '+ New' button next to it, which is circled in red.

## STEP 3

Fill out the required fields

Click “Save”



**Edit Finance Info Details** Cancel Save

**Detail**

Type <small>Required</small>	Holder Name <small>Required</small>
Credit Card	
Default <input checked="" type="checkbox"/>	Status Valid
Times Failed 0	Billing Address <small>Required</small>
Notes	<a href="#">Copy Address from Parent</a>
	Street
	City
	Canada
	Alberta

**Credit Card Detail**

Credit Card Type <small>Required</small>	Expiry Month <small>Required</small>
Visa	--None--
Credit Card Number <small>Required</small>	Expiry Year <small>Required</small>
	--None--