




## How to Setup your Financial Information!

### St. Clair Township – Community Services

1. Go to the website: <https://stclairtownship.perfectmind.com/>
2. Login to your account here (Remember must already be a member for this)



[Signup](#)


**Login to your account**

Email

Password

[Forgot your password?](#)

or






- Once logged in you will come to the "Family Member Detail" screen – scroll to the bottom where you will find the "Finance Info Tab". Click on the GREEN "New" button to add a new payment type (EFT information or Credit Card)

My Info  Program Registration  Reserve Facility  Memberships

### Family Member Detail

[Edit](#) [Manage Login](#) [Add Family Member](#)

 **John Doe** Credit  
\$0.00

▼ General Information

First Name: John  
Last Name: Doe  
Age: 33  
Birthday: 04/08/1987  
I acknowledge I am over 18 yea... I Agree

▼ Contact Information

Primary Phone Type: Mobile      Secondary Phone Type: Work  
Primary Phone: (123) 555-5555      Secondary Phone:  
Mailing: 123 St. Clair Parkway      Email: johndoetest2@sharklasers.com  
Mooretown, Ontario  
Canada, N0N 1M0

► Schedules

► Activity Outcomes 0

► Attendance History

► Transactions

► Finance Info [New](#)



4. Here you will add your financial information – you must first choose what type of Financial information you are going to provide – please click the drop-down menu here:

My Info Program Registration Reserve Facility Memberships

Save Cancel

Finance Info

Detail

\*Type: Credit Card

Default:

Times Failed: 0

Notes:

\*Holder Name:

Status: Valid

Credit Card Detail

\*Credit Card Type: Visa

\*Credit Card Number:

\*Card Verification Value:

\*Expiry Month: --None--

\*Expiry Year: --None--

Billing Address: Copy Address from Parent

Street

City

State/Province

System Info

Here is a picture of your two options (Credit Card or EFT) – please select the option you wish to proceed with.

Finance Info

Detail

\*Type: Credit Card

Default:

Times Failed: 0

Credit Card

EFT/ACH



5. CREDIT CARD: You will be required to complete the following information with the \*

Finance Info

▼ Detail

\*Type: Credit Card

Default:

Times Failed: 0

Notes:

\*Holder Name:

Status: Valid

▼ Credit Card Detail

\*Credit Card Type: Visa

\*Credit Card Number:

\*Card Verification Value:

\*Expiry Month: --None--

\*Expiry Year: --None--

Billing Address: Copy Address from Parent

Street

City

State/Province

System Info

Save Cancel

6. **Please NOTE:** The Card Verification Value is the 3 digits on the back of your Credit Card

▼ Credit Card Detail

\*Credit Card Type: Visa

\*Credit Card Number:

\*Card Verification Value:



7. EFT: You will be required to complete the following information with the \*

Finance Info

Detail

\*Type: EFTACH

\*Holder Name: [text box] status: Valid

Times Failed: 0

Notes: [text box]

Cheque Detail

\*Bank Name: [text box]

\*Bank Number: [text box]

\*Account Number: [text box]

\*Account Type: Personal Chequing

\*Transit Number: [text box]

System Info

Save Cancel

8. **Please NOTE:** You must verify the account type by clicking the drop-down menu

\*Account Type: Personal Chequing

\*Transit Number

Personal Chequing  
Corporate Chequing  
Corporate Saving  
Personal Chequing  
Personal Saving

9. Remember to **SAVE** your information after you have added it

Save Cancel

**Thank you for taking the time to setup your Financial Information!**

If you have any questions, feel free to contact us here at the Sports Complex 519-867-2651 and we would be happy to assist you!