How To Update Payment Information

1. **Open A4DD website at:** **www.A4DD.org**

2. **Click on Driver Login at top of page:**

3. Enter your e-mail and password. Click on the words "Click Here" next to "update payment information" in text box.

Step 1: Enter e-mail address here.

Step 2: Enter password here.

Note: If you don't remember your password, click here and follow the prompts.

Step 3: Click here to login.

This box appears AFTER you click LOGIN in Step 3.

Note: If any information in your Member Profile may be out-of-date, click Update.

If you don't need to update information in Member Profile, click Not Now.

If you need to update Payment Information only, click the words Click Here on the bottom right of the text box.

4. Click on the radio button next to the method you would like to use to pay: Credit Card, Debit Card, or Electronic Funds Transfer (Checking or Savings).

EXAMPLE ONE: CREDIT or DEBIT CARD

Update My Payment Information

Home → Update My Payment Information

How do you wish to pay?

⦿ Credit Card ◯ Debit Card ◯ Fund Transfer from Checking Account (EFT)

Step 1: Fill in all of the required information (email is optional).

Card holder's name

Card holder's name is required.

Card holder's email

Credit/Debit card type

Select Card Type

Credit/Debit card type is required.

Credit/Debit card number

Credit/Debit card number is required.

Credit/Debit card expiration date

Month - Year

(mm-yyyy)

Credit/Debit card expiration month is required.
Credit/Debit card expiration year is required.

CVV code

CVV code is required.

Please check the boxes below to indicate which item(s) you want the new payment information applied.

☑ All (my membership and any benefits I am paying for)
☑ Membership
☐ Cargo Insurance
☐ Occupational Accident
☐ General Liability Insurance
☐ Advertisement

Step 2: Click the boxes of the items you want this payment method applied to.

Note: Items that you are NOT actively subscribing to will be "grayed out".

Step 3: Make sure you click this attestation.

☐ I understand and agree that I will be charged a $25.00 Declined Payment Fee if my payment

Click UPDATE only ONCE to avoid double charge.

Step 4: Click here to update.

UPDATE   CLEAR

For your protection, we verify credit/debit card & EFT information. The process normally takes about 30 seconds, but it may take longer during certain times of the day. Please click "UPDATE" button ONLY ONCE to update your information. When your information has been successfully updated, you will see a confirmation message.

Send message

EXAMPLE TWO: ELECTRONIC FUNDS TRANSFER (CHECKING or SAVINGS)

Step 1: Fill in name of bank here

Checking Account (EFT)

Step 2: Fill in the name of the account holder as it appears on the account here.

Name of bank

Name of bank is required.

Account holders name

Account holders name is required.

Check routing number

Check routing number is required.

Account number

Account number is required.

Account type

○ Checking ○ Savings

Account type is required.

Step 5: Click on the "Checking" or "Savings" button here to determine which type of account funds will be withdrawn from. (Note: EFT Fund withdraws from a "Savings Account" are rare).

Please check the boxes below to indicate which item(s) you want the new payment information applied.

☐ All (my membership and any benefits I am paying for)

☐ Membership

☐ Cargo Insurance

☐ Occupational Accident

☐ General Liability Insurance

☐ Advertisement

☐ Accident Reporting App (EIRS)

Step 3: Enter check Routing Number here.

Step 4: Enter Account Number here.

Step 6: Click the boxes of the items you want this payment method applied to.

☐ I understand and agree that I will be charged a $25.00 Declined Payment Fee if my payment is declined by my bank or cardholder.

Step 7: Click on this attestation.

Step 8: Click her to update.

Click UPDATE only ONCE to avoid double charge.

UPDATE   CLEAR

5. Note: You will receive a confirmation after you click UPDATE on the "Update My Payment Information" screen (see example below):