

JCC Greater Boston – Adding a New Payment Method

New payment methods can be added for future use, or to replace an existing payment method that is in use for scheduled payments.

Option A: Add a new payment method (without replacing an existing payment method):

1) Login into the MyJ Community page: <https://MyJ.bostonjcc.org>

2) Click on the 'Future Payments' tab:



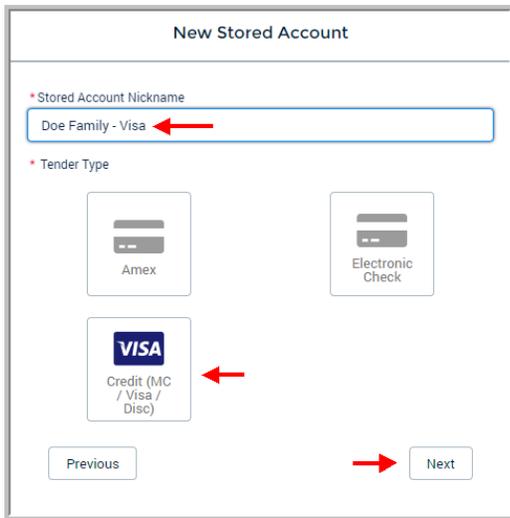
3) Click on 'New Stored Account':



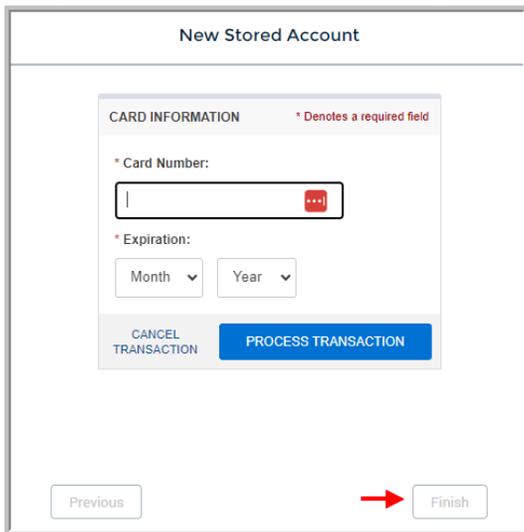
4) In the new window:

- a. Add a payment nickname
- b. Select the payment method

5) Click 'Next'



6) Complete the form and click 'Finish' (note: the form looks different for checking accounts):



Option B: Replace a payment method currently in use for automated monthly payments:

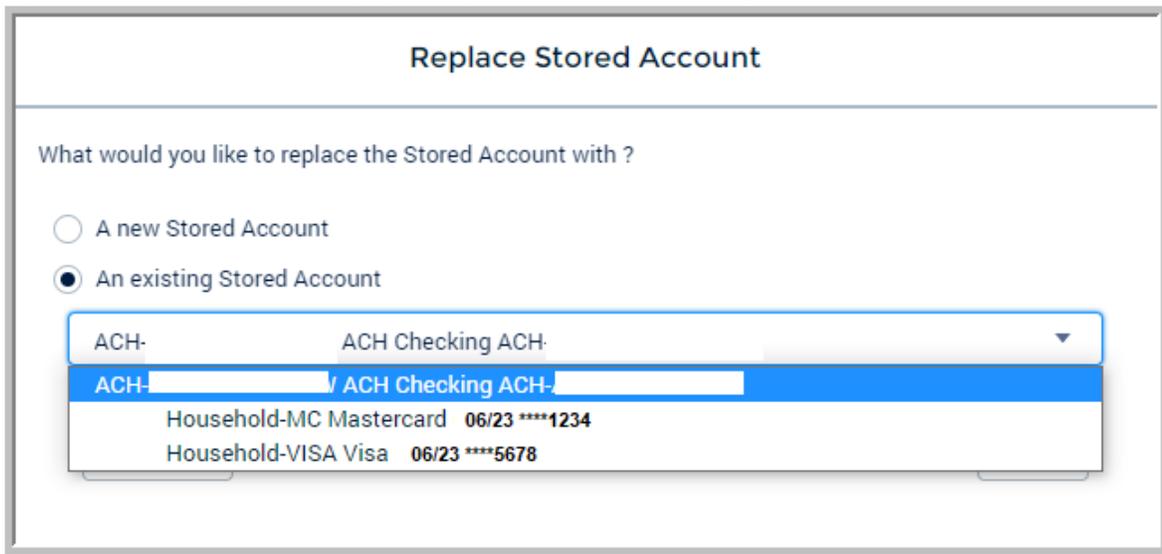
- 1) Login into the MyJ Community page: <https://MyJ.bostonjcc.org>
- 2) Click on the 'Future Payments' tab:



- 3) In the listing of existing payment methods, click on the pencil icon to replace the method:



- 4) You have the option to replace the current method or just add a new method. If replacing, select which method to replace, which will update all payment plans tied to the existing method:



- 5) Complete the new payment method form, as shown in **Option A** above

If you have any questions please contact webmaster@jccgb.org