ZipBy – System Updates Site Credit Cards

The aim of this document is to describe the updates to the Credit Card Functionality in the ZipBy app.

1. New Site Credit Card Functionality

The prior versions of the ZipBy App on Apple and Android Platforms only had the functionality to add default Credit Card and changing between default Credit Cards. The app did not have the option to add a credit card to a specific site. However, ZipBy has made improvements on the payment module and now the users have the following options:

When the ZipBy users click on the Payment icon on the main screen of the app they will be able to see two options: Payment Types and Site Payment Types.

- **Payment Types**: You can add here all the payments methods that you want, and you can select which one will be your default card.

- **Site Payment Types**: with this option you will be able to add payment methods and link them to a specific site (garage). You can always remove the site and the credit card from this option.

This is very useful for users that have the option to have pre-tax savings or need to link a company card to the work expenses.
When selecting **Payment Types**, you will see the Add New button will present us with the Credit Card Add Window – This Credit Card Add window appears the same either in Cards or in the Site Payment Types option. The option with the green box will be the default payment method:
2. **Site Credit Cards:**

Upon Selecting Site Payment Types, if you have not entered one before you can add a card selecting “Add New”. You will need to follow the steps described previously.

Once the card is entered, you can click on “Add Site”.

![Credit Card](image1.png) ![Add Site](image2.png)
Once you Select the “Add Site” button this will present the Site Search window and allow you to search and select a ZipBy Garage. Type the name of the garage and click on the one that you want to link to the credit card.

Click on “Save” once you finish your selection.

Upon selecting site you can continue to Add additional sites before selecting Save!
Once saved you can see a list of Site Credit Cards and what Sites are selected for that Card.

Please note the following:

1. As with Default Cards we can have multiple Cards, the same applies to Site Cards – Multiple Cards can be added and individual sites appended to different Cards.

2. If you click on Delete on this screen, it will delete the Site Credit Card with all the selections that you have completed previously. Edit will allow you to go in and Delete or Add individual sites.

3. Harvard now has multiple ZipBy sites, these would each need to be selected against a site card as they are treated as individual sites.