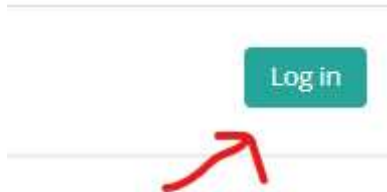


How to turn the auto-renew feature on and off

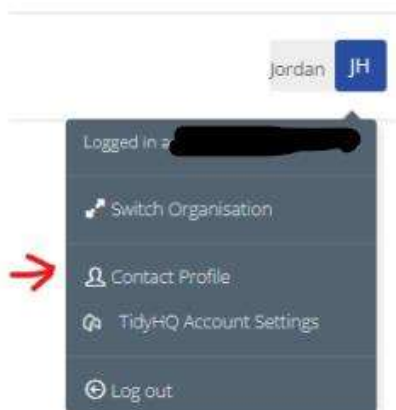
Step 1: Login to TidyHQ via <https://pedalpower.tidyhq.com/> and clicking on the green login button in the top right-hand corner.



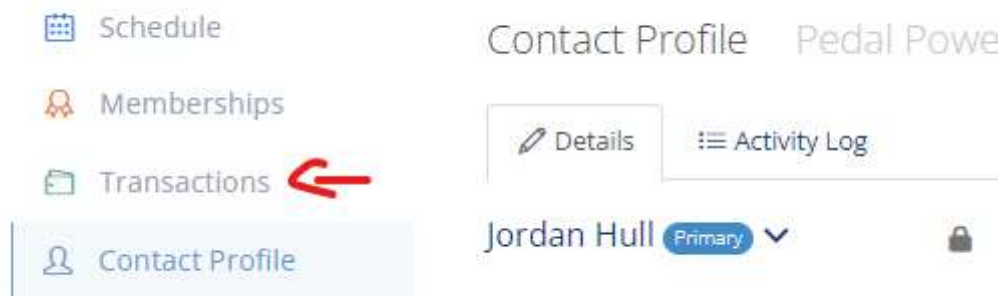
Step 2: Click on the button with your initials in the top right-hand corner.



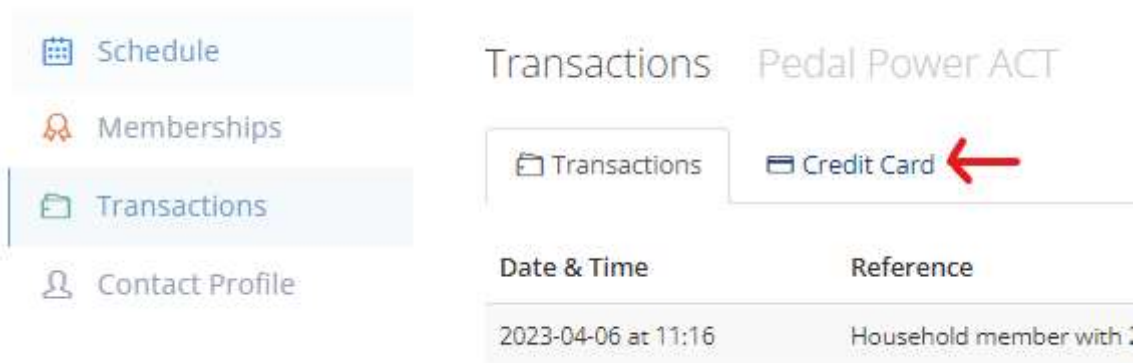
Step 3: Click on 'Contact Profile'



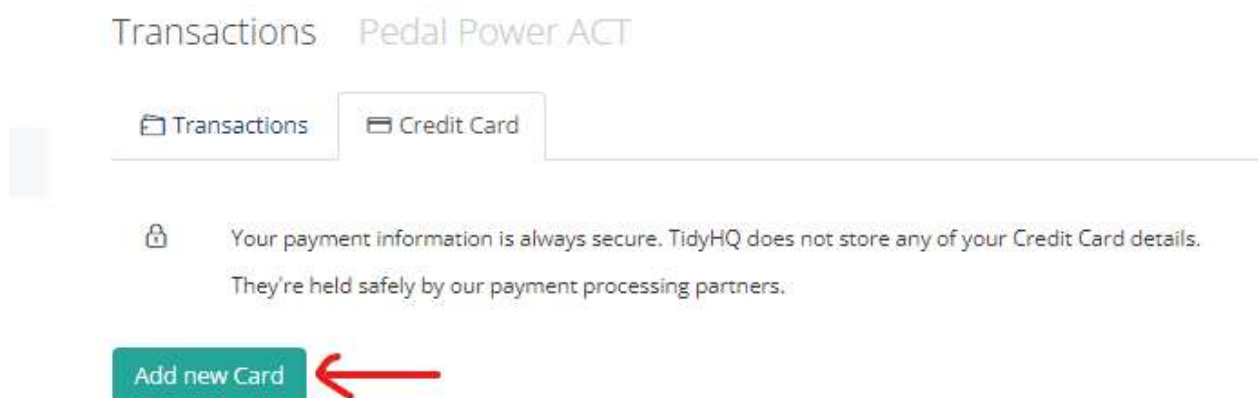
Step 4: Click on 'Transactions'



Step 5: Click on 'Credit Card'



Step 6: Click on the 'Add new card' button



Step 7: Add your card details which automatically sets up auto-renew

Step 8: To change or update your card click on 'Change Card'

Step 9: To turn off auto-renew, click on 'Delete' which will remove your card details and stop the auto-renewal of your membership.

The screenshot shows a user interface for managing memberships. On the left is a navigation menu with four items: 'Schedule', 'Memberships', 'Transactions', and 'Contact Profile'. The 'Transactions' item is highlighted. The main content area is titled 'Transactions Pedal Power ACT' and has two tabs: 'Transactions' and 'Credit Card'. Below the tabs is a security notice: 'Your payment information is always secure. TidyHQ does not store any of your Credit Card details. They're held safely by our payment processing partners.' Below this is a table with one row of credit card information. The table has columns for 'Card', 'Expiring On', and 'Status'. The 'Card' column shows a masked number '**** *'. The 'Expiring On' column shows a masked date. The 'Status' column shows 'Verified'. To the right of the table are three buttons: 'Change Card', 'Delete', and a partially visible 'Add Card' button.

Card	Expiring On	Status
**** * [redacted]	[redacted]	Verified

Buttons: Change Card, Delete, Add Card