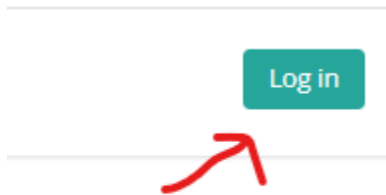
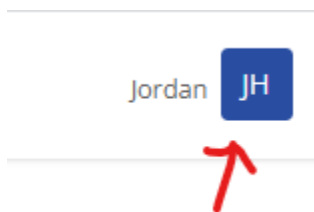


# How to turn the auto-renew feature on and off

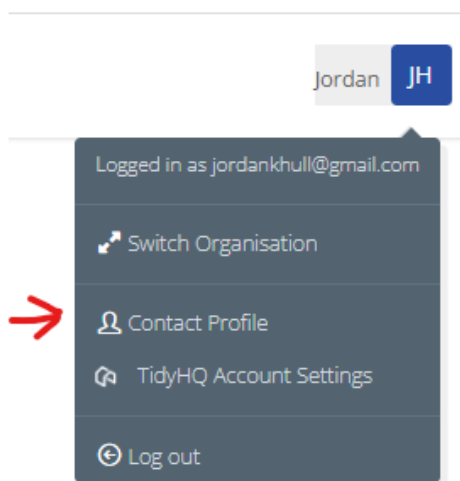
Step 1: Login to TidyHQ via <https://pedalpower.tidyhq.com/> and clicking on the green login button in the top right-hand corner.



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'

Screenshot of the user interface for 'Pedal Power'. The left sidebar contains a menu with the following items: 'Schedule', 'Memberships', 'Transactions' (highlighted with a red arrow), and 'Contact Profile'. The main content area shows 'Contact Profile Pedal Power' with sub-tabs 'Details' and 'Activity Log'. Below this, the name 'Jordan Hull' is displayed with a 'Primary' dropdown menu and a lock icon.

#### Step 5: Click on 'Credit Card'

Screenshot of the user interface for 'Pedal Power ACT'. The left sidebar contains a menu with the following items: 'Schedule', 'Memberships', 'Transactions' (highlighted), and 'Contact Profile'. The main content area shows 'Transactions Pedal Power ACT' with sub-tabs 'Transactions' and 'Credit Card' (highlighted with a red arrow). Below the tabs is a table with the following data:

Date & Time	Reference
2023-04-06 at 11:16	Household member with :

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

Screenshot of the user interface for 'Pedal Power ACT'. The left sidebar contains a menu with the following items: 'Schedule', 'Memberships', 'Transactions', and 'Contact Profile'. The main content area shows 'Transactions Pedal Power ACT' with sub-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 the notice is a teal button labeled 'Add new Card' (highlighted with a red arrow).

#### 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 a membership. On the left is a sidebar with four items: 'Schedule', 'Memberships', 'Transactions' (which is highlighted), and 'Contact Profile'. The main content area has a header with 'Transactions' and 'Pedal Power ACT'. Below the header are two tabs: 'Transactions' and 'Credit Card'. A security notice with a lock icon states: '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 the following structure:

Card	Expiring On	Status	
**** * * * * *		Verified	<a href="#">Change Card</a> <a href="#">Delete</a>