



1. [Login to PerfectMind](#) with your assigned log in information provided in the email!

2. Click your account name to view your profile.

<input type="checkbox"/>	Photo	Full Name ▲	Attendance Rating	Birthday	Email	Primary Phone	Became Customer	
<input type="checkbox"/>		Mission Viejo User	--None--	1/02/17		123-456-7891	6/21/17	Actions >

Displaying items 1 - 1 of 1 [Print Page](#) [Export](#)

3. Scroll to the bottom of your profile to the **Finance Info** section and click **New**.

My Profile ▾

Schedule

Back to Client List

Edit

Manage Login

Buy Membership

<

>


▼ General Information

First Name: John

Last Name: Doe

Age: 34

Birthday: 1/01/83



▼ Contact Information

Primary Phone Type: Work

Secondary Phone Type: Mobile

Primary Phone: 949-470-3000

Secondary Phone:

Email: [xyzxyz@xyz.com](mailto:xyzxyz@xyz.com)

Twitter Address:

Website:

Facebook Address:

Mailing: 200 Civic Ctr  
Mission Viejo, California  
United States, 92691

› Schedules

› Attendance History

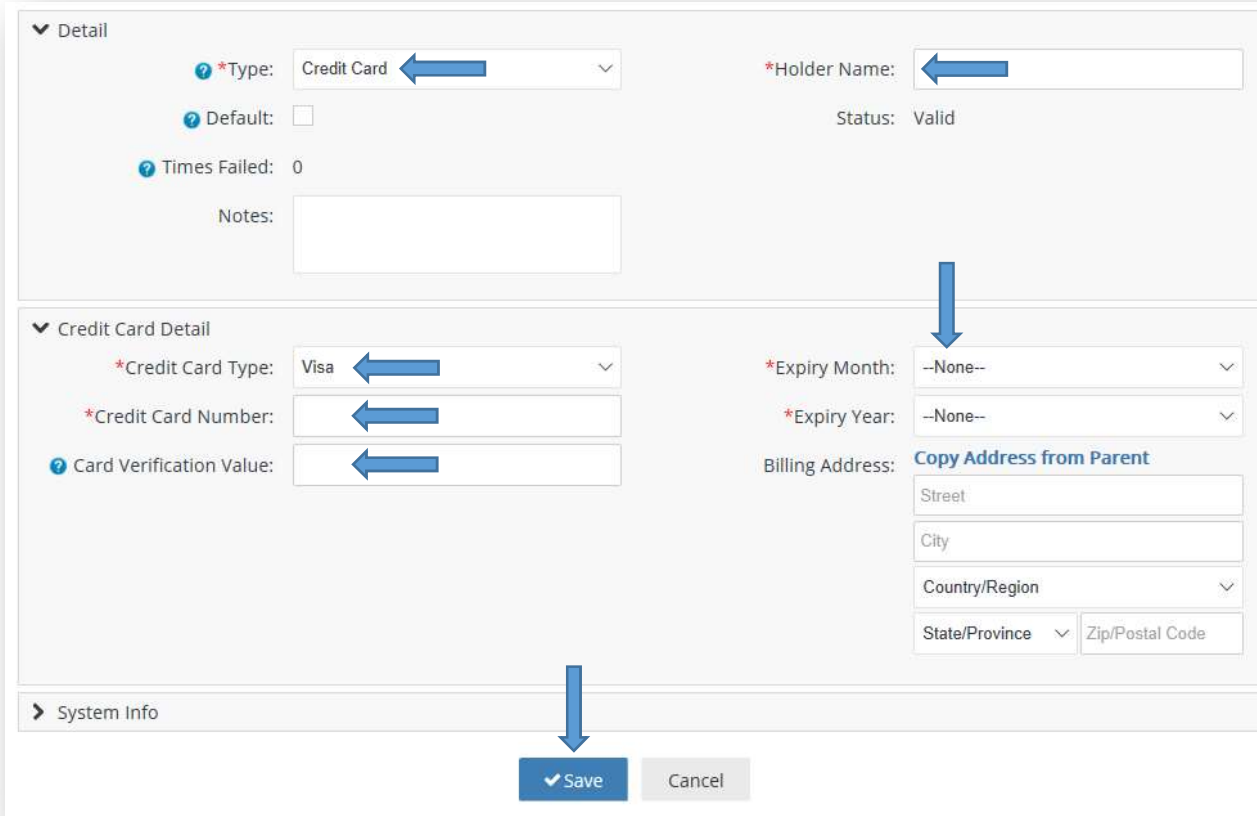
› Transactions

› Finance Info

New

←

4. Enter information for your preferred billing method.
  - a. Use the pull down arrow to select either **Credit Card** (Visa / MasterCard only) or **EFT/ACH** (checking accounts with routing number and bank name).
  - b. Complete all fields on the screen and press **SAVE** when done!



**▼ Detail**

\*Type: Credit Card  
Default: ☐  
Times Failed: 0  
Notes:

\*Holder Name:  
Status: Valid

**▼ Credit Card Detail**

\*Credit Card Type: Visa  
\*Credit Card Number:  
Card Verification Value:

\*Expiry Month: --None--  
\*Expiry Year: --None--  
Billing Address: [Copy Address from Parent](#)  
Street  
City  
Country/Region  
State/Province Zip/Postal Code

**> System Info**

✓ Save Cancel

If you need help creating a password, call the Recreation and Community Services Department at **949-470-8432**. Remember to check your junk folder if for some reason you do not receive the new account email notification. We are confident you will enjoy this seamless new registration experience with PerfectMind and the City of Mission Viejo!