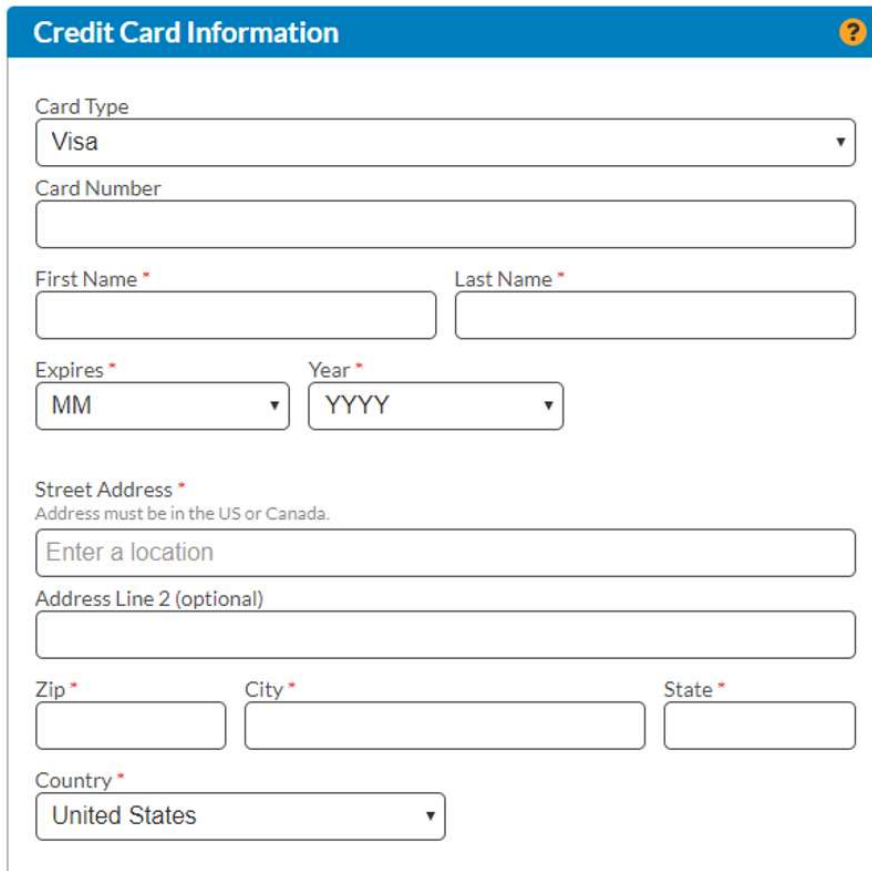


The JDP platform enables users to enter credit card information (which will be used for billing), directly into our system. If you would like to add a credit card for your organization, please follow the steps below:

1. Log into jdpalatine.net with your user credentials.
2. Navigate to the 'Admin' tab at the top of your screen.
3. Under 'Clients', please select 'Manage Client'.
4. Select the 'Billing' tab.
5. From there, you will be asked to fill in the following information:



Credit Card Information ?

Card Type
Visa

Card Number

First Name * Last Name *

Expires * Year *

MM YYYY

Street Address *
Address must be in the US or Canada.
Enter a location

Address Line 2 (optional)

Zip * City * State *

Country *
United States

6. Once you've filled in the required information, please "click" 'Save'.

If you need to update the credit card information on file at any time, just follow the steps above. If you experience any problems or questions, please reach out to our Client Services Team:

JDP Client Services Team

Phone: (855)940.3232

Email: littleleague@jdp.com