How to Add, Remove and Set a Default Payment Method on a Member’s Profile

Student Profile · https://a2bmanager.com/docs/add-remove-and-set-default-payment-method-in-member-profile/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/payment-methods-member-profile-walkthrough-v3.mp4

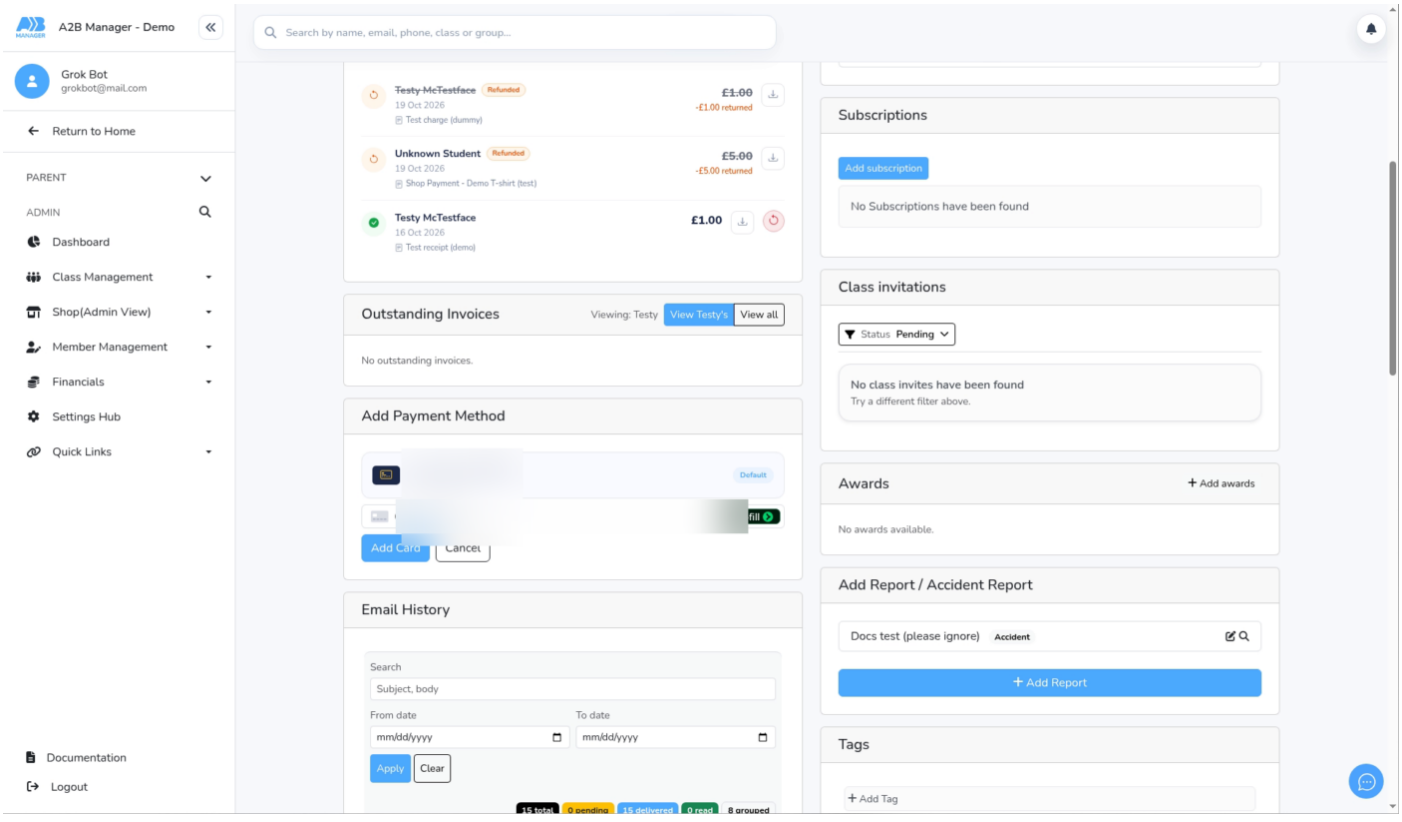
Video walkthrough: managing payment methods

Manage the cards saved for a member's account: add a card, choose which card is used for payments, and remove cards that are no longer needed.

Managing payment methods

Step 1: Click Add a new card (0:00)

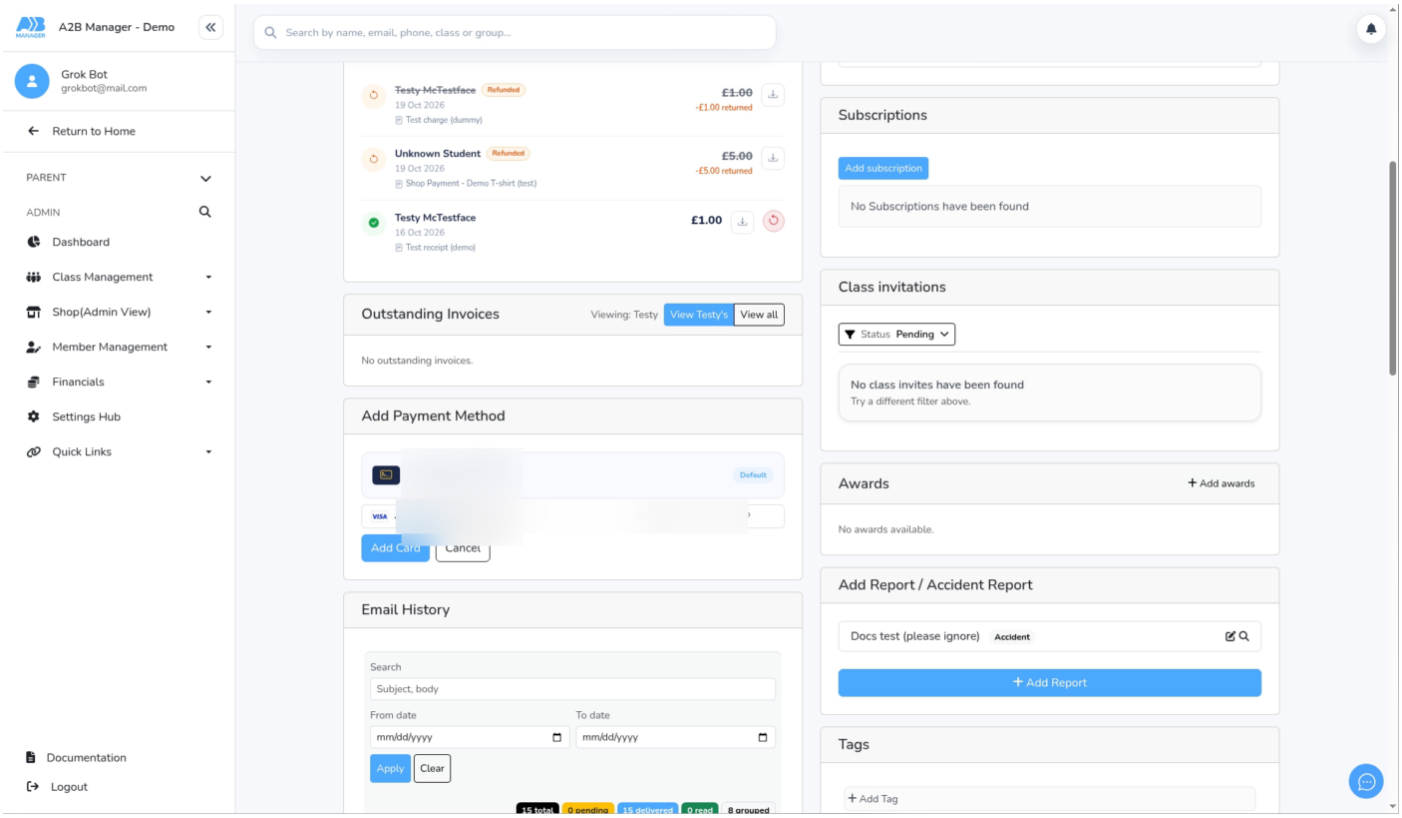
- Open the member's profile and find the **Add Payment Method** card. It lists saved cards with their last four digits and expiry date. The default card has a **Default** label.
- Click **Add a new card**.



Step 1: Add Payment Method

Step 2: Enter the card details (0:20)

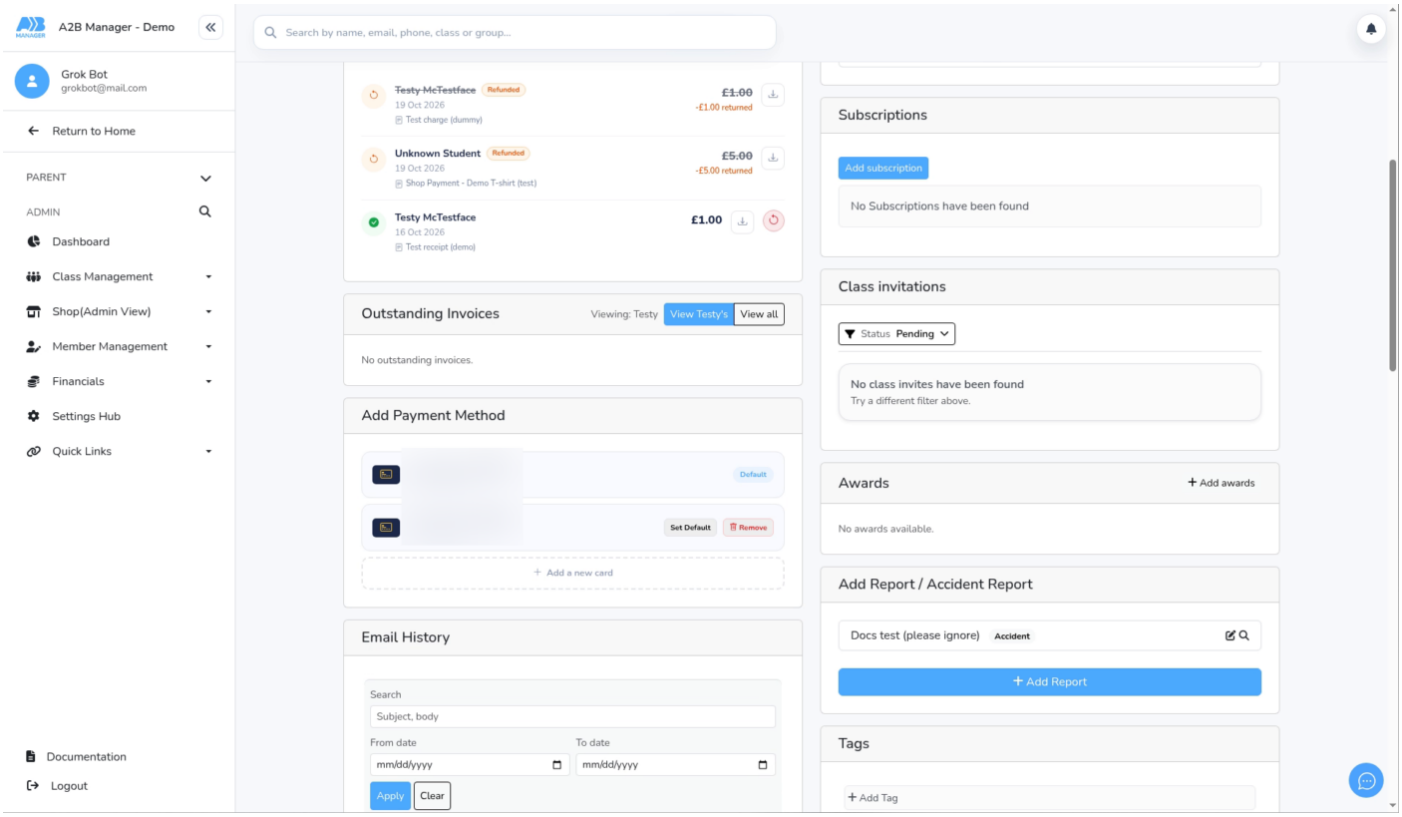
- Enter the card number, expiry date (MM/YY), security code (CVC) and postcode.
- The postcode box is controlled by Stripe and follows the card's country. For a US card it shows **ZIP** and only accepts numbers. UK cards accept a normal UK postcode.



Step 2: Card details

Step 3: Add the card (0:34)

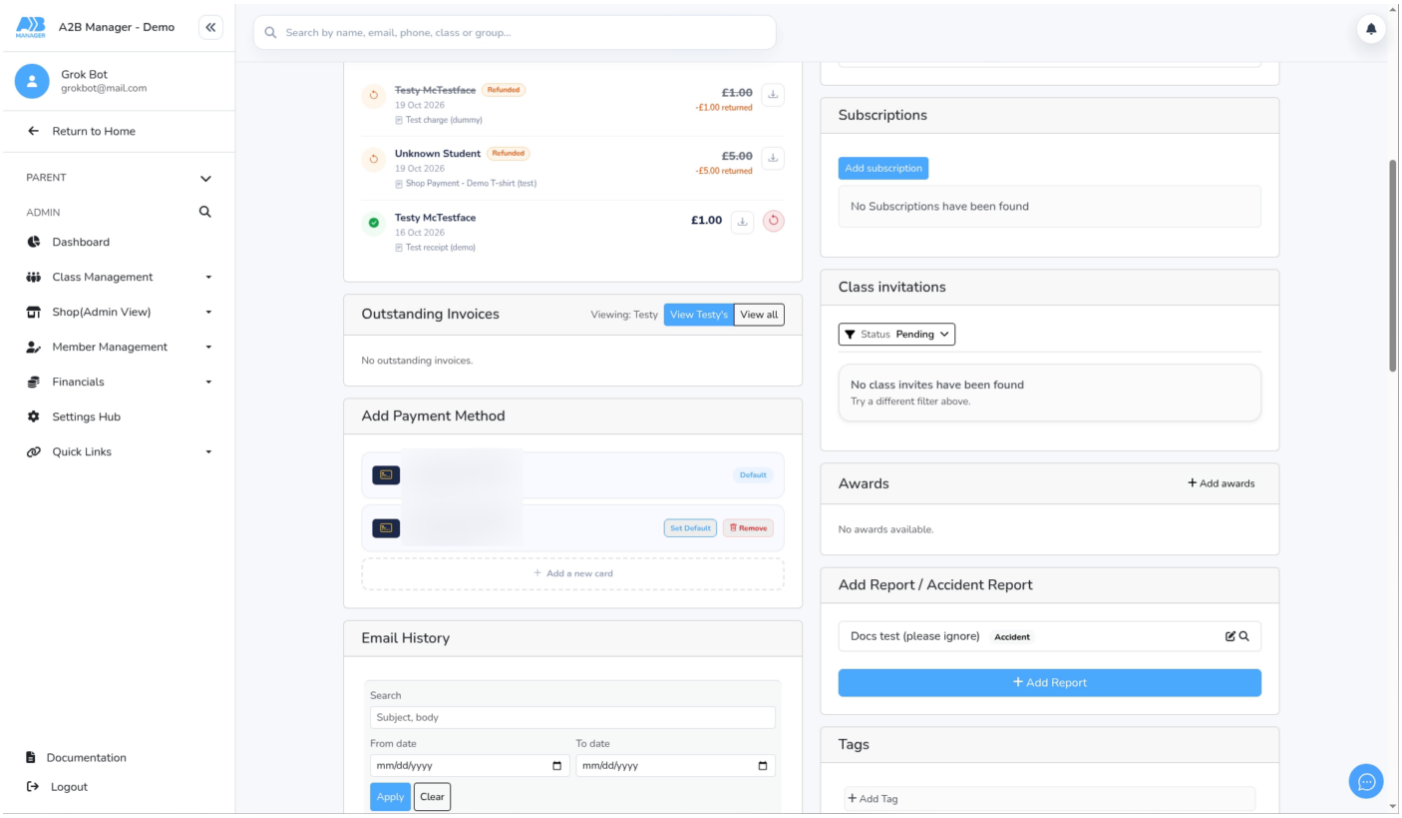
- Click **Add Card**. The card appears in the list.
- If this is the member's first card, it becomes the default automatically.



Step 3: Card added

Step 4: Set a default card (0:42)

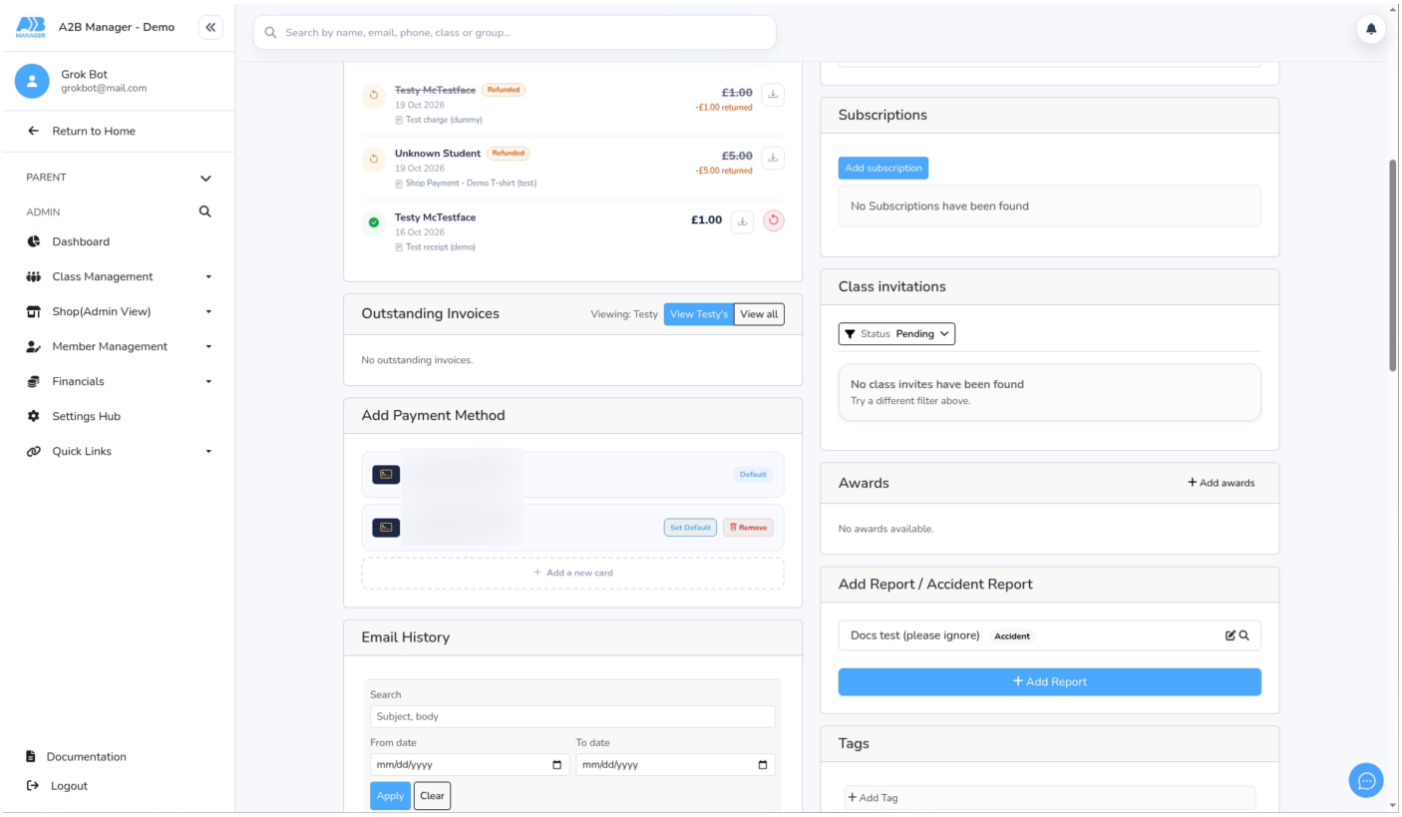
- Click **Set Default** on the card you want future payments to use. It moves to the top with the **Default** label.



Step 4: Set Default

Step 5: Make another card the default (0:51)

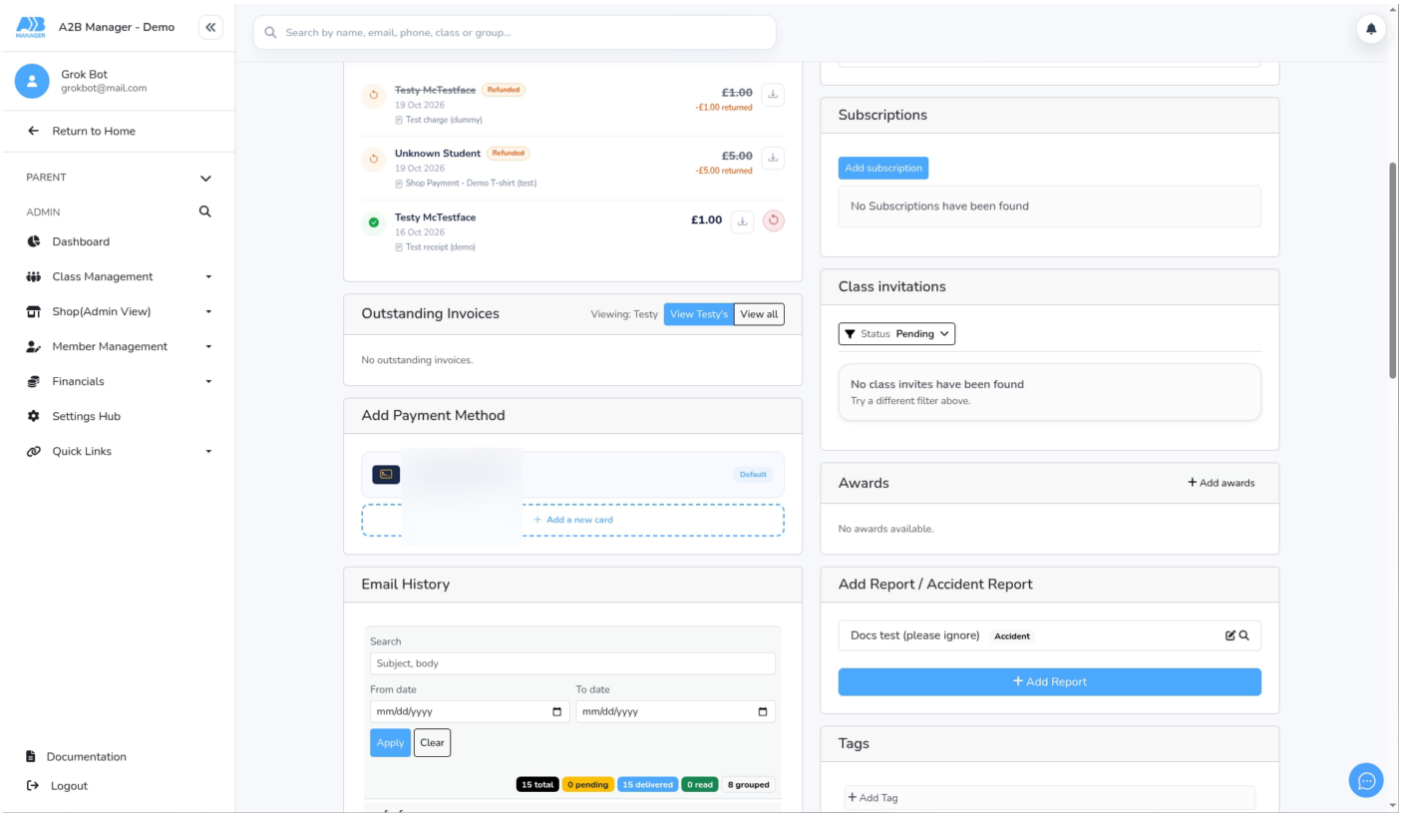
- You can only remove a card that isn't the default. To remove the default card, first click **Set Default** on a different card.



Step 5: Changing the default

Step 6: Remove a card (0:57)

- Click **Remove** on a non-default card.
- There's no confirmation step. The card is removed from the member's Stripe account straight away, so check you've picked the right one.



Step 6: Card removed

Good to know

- The default card is used for future payments, such as subscription charges.
- The list can also show bank accounts (BACS or SEPA Direct Debit) if the member has set them up.
- Parents can manage their own cards from their dashboard.

Download the PDF guide (optional)