How to create and manage payment tokens on THPRD online accounts

Setting up a payment token

By creating a payment token, you can now store your credit card information through a secure, third-party processor on your THPRD account.

Follow the steps to set up a payment token with your credit card on your THPRD account. Once you have set up your payment token, household members can use the payment token PIN to pay over the phone or in-person.

Step 1 | Create a Payment Token

1. Log in to your online THPRD account using your username and password
2. Select "Add a Credit Card"
3. Label the credit card
4. Enter the name as it appears on the credit card
5. Select a 4–digit token PIN for your card
   (note: this should not be the same as your credit card pin)
6. Select "Next"

Step 2 | Add Payment Information

1. Select the "Launch Credit Card Window"
2. Enter your credit card payment information in the Freedom Pay window
3. Select "Submit"

Step 3 | Managing Your Payment Options

1. If you need to change the credit card information, select the "Manage Payment Options" on the left-hand column
2. Designate a primary card by selecting "Make Default"
3. Delete cards from your account by selecting "Remove"

Note: Card information cannot be modified once stored; if you need to change the credit card information, delete and create a new token for the credit card.