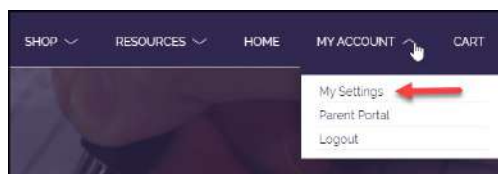
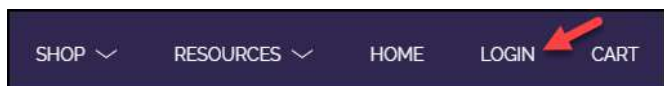


# Update Payment Method

## Update payment method in the web store account\*

### Login to Existing Web Store Account



- ◆ Log into your account using the email address which was used to create the account during registration.
- ◆ Select **My Account** from the top navigation bar.
- ◆ Select **My Settings**.

### Delete Payment Method

- ◆ Click on the payment method.
- ◆ Click on the orange trash can and follow the prompts.



### Update Payment Method

- ◆ Click on the type of payment method to be added.



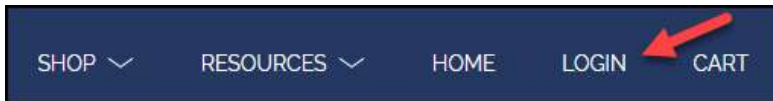
- ◆ Complete the details for the new payment method (Add Card or Add eCheck). Select **Continue**. You will receive a confirmation on the screen that says **"THANK YOU, AUTHORIZATION SUCCESSFUL"** if the card information was successfully updated.



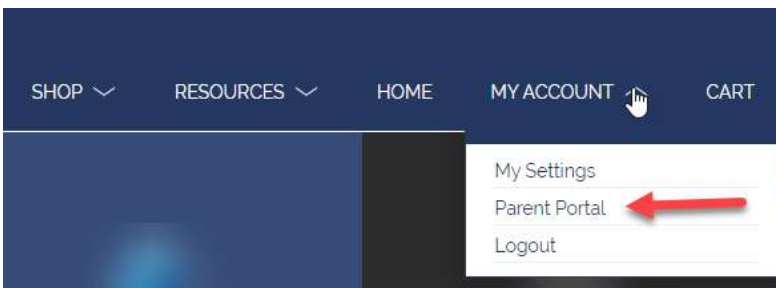
**\*NOTE:** This process simply updates Card/E-Check information for future use during registration online. No payments are processed.

# Update payment method for an existing registration\*\*

## Login to Existing Web Store Account





- ◆ Log into your account using the email address which was used to create the account during registration.




- ◆ Select **My Account** from the top navigation bar.
- ◆ Select the **Parent Portal**.

**\*NOTE:** When using a mobile device, select the  icon to access the **Parent Portal** link in the drop-down.

## Update Card/E-Check on File

Registrations with Balance				
Student	Class	Balance Due	Card On File	
Jake Garcia	2020 Basketball Summer Camps Summer Camps	\$10.00	Visa: 1111 04/24	
Mariella Garcia	2020 Basketball Summer Camps Summer Camps	\$20.00	NA	

- ◆ Select the blue **Credit Card** icon (  ) next to the registration for which you would like to update the payment method.
- ◆ Enter **Credit/Debit Card** information -OR- select the **SWITCH TO ECHECK** button in the right-hand corner.
- ◆ Once all E-Check/Card information has been entered, select **AUTHORIZE** to complete the update. You will receive a confirmation on the screen that says **"THANK YOU, AUTHORIZATION SUCCESSFUL"** if the card information was successfully updated.

**\*\*NOTE:** This process simply updates Card/E-Check information on file for future payments on this particular registration. No payments are processed.