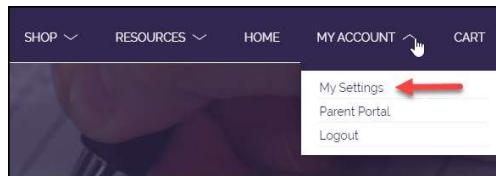
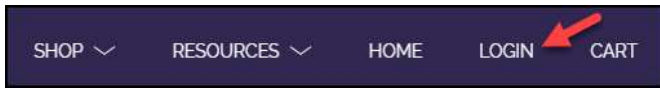


Update Payment Method

Update payment method in the web store account*

Login to Existing Web Store Account

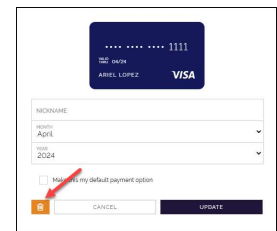
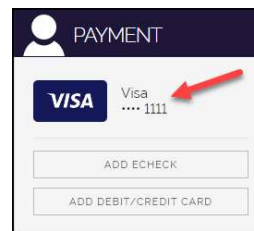


- ◆ Log into your account using the email address which was used to create the account during registration.

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

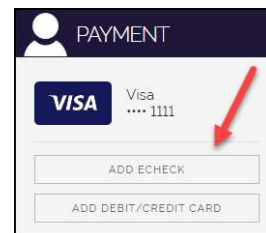
Delete Payment Method

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

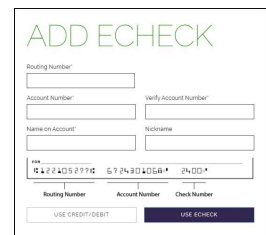
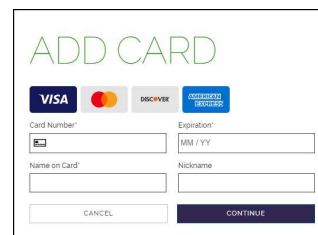


Update Payment Method

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



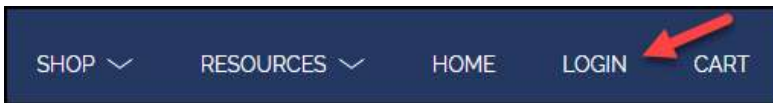
- ◆ Complete the details for the new payment method (Add Card or Add eCheck). Select **Continue**. You will receive a confirmation on the screen that says **“THANK YOU, AUTHORIZATION SUCCESSFUL”** if the card information was successfully updated.



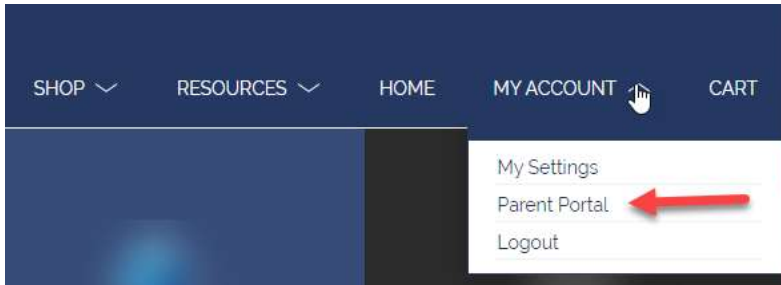
*NOTE: This process simply updates Card/E-Check information for future use during registration online. No payments are processed.

Update payment method for an existing registration**

Login to Existing Web Store Account



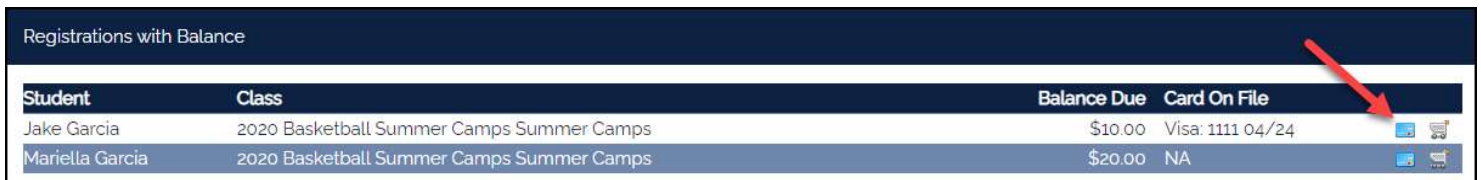
- ◆ Log into your account using the email address which was used to create the account during registration.





- ◆ 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

A screenshot of a table titled 'Registrations with Balance'. The table has four columns: 'Student', 'Class', 'Balance Due', and 'Card On File'. There are two rows of data. A red arrow points to a blue credit card icon in the 'Card On File' column of the first row.

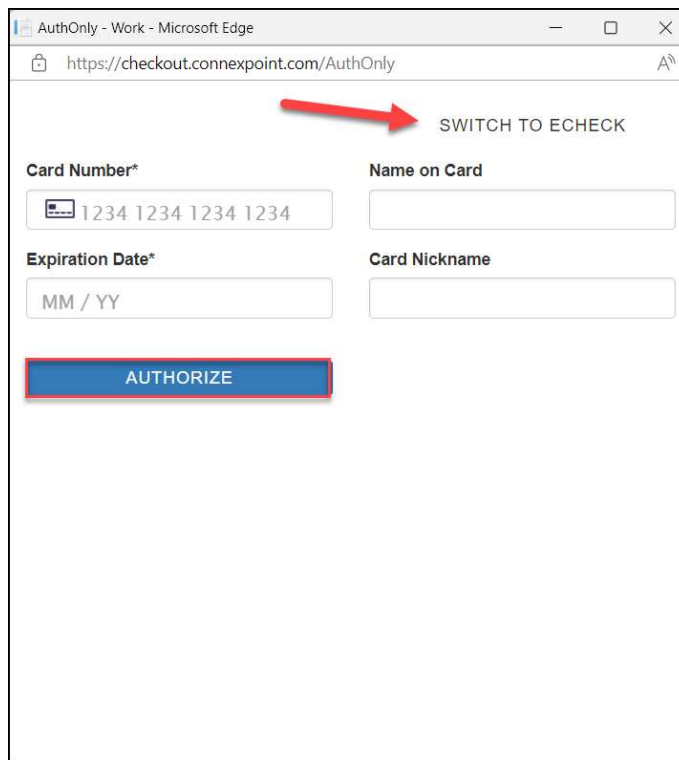
Student	Class	Balance Due	Card On File
Jake Garcia	2020 Basketball Summer Camps Summer Camps	\$10.00	Visa: 1111 04/24 
Mariella Garcia	2020 Basketball Summer Camps Summer Camps	\$20.00	NA 

- ◆ Select the blue **Credit Card** icon () next to the registration for which you would like to update the payment method.

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

Update payment method for an existing registration**

Add Card/E-Check



The screenshot shows a web browser window titled "AuthOnly - Work - Microsoft Edge" with the URL "https://checkout.connexpoint.com/AuthOnly". The page contains a form with the following fields and buttons:

- SWITCH TO ECHECK**: A button in the top right corner, highlighted with a red arrow.
- Card Number***: A text input field containing "1234 1234 1234 1234".
- Name on Card**: A text input field.
- Expiration Date***: A text input field containing "MM / YY".
- Card Nickname**: A text input field.
- AUTHORIZE**: A blue button at the bottom of the form, outlined in red.

- ◆ 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.**