



Add or Update a Payment Method

1. To add, delete, or update a payment method on file for a particular registration, navigate to that **Registration**. Double click into the participant's registration.

[345334] Class

Class Number: 20/21 Learn to Swim Level 1 (Mondays) Status: Active

Program: Aquatics Enrolled: 2

Course: Beginner - Learn to Swim Level 1 & 2 Waitlist: 0

Conf. Email:

General | Instructor & Expenses | Schedule | Arrangements | **Registration** | Waitlist | Receipt | Invoice

Registrations | Registration Email

Date	Name	Status	Reference	Method	Paid	Balance
9/14/2020	Koster, Alec	Enrolled	15946079	ePayment	\$30.00	\$0.00
8/6/2020	Lamb, Sam	Enrolled	10148544	ePayment	\$20.00	\$0.00
8/6/2020	Lamb, Winston	Cancelled	10148544	ePayment	\$15.00	\$0.00

Reports Cancel Save

2. In the **Payment** tab, select either **Update Account on File** or **Delete Card on File**.

[13827050] Registration

Name: Moeller, Samantha Enrolled

Class: 20/21 High School Girls Softball High School Baseball

Pricing: Standard

Additional Student

Payment | Invoice History | Questions | Contract History | Attendance | Notes & Emails

Registered: 07/16/2020 12:06 PM

Price: \$100.00

Adjust: \$12.00

Total: \$112.00

Paid: \$112.00

Balance: \$0.00

Update Account On File

Card Type, Last 4 Digits: Visa 1111

Expiration Date: 08/23

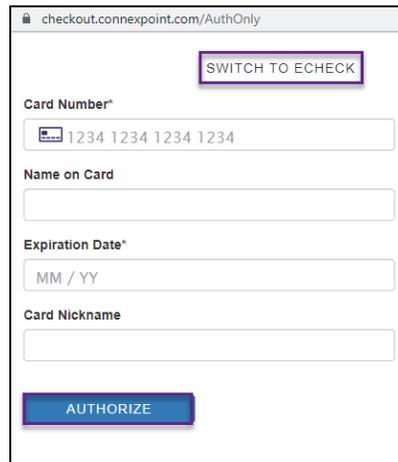
Delete Card On File

Payments | Adjustments | Deleted

Date	Method	Amount
7/16/2020	ePayment	\$112.00

Reports Cancel Save

- When opting to **Update Account on File**, enter details for credit card, debit card, or eCheck in the authorization window which appears after making this selection.



1. Change payment type from credit/debit to eCheck by selecting the **Switch to eCheck** button. Enter the necessary information.
2. Select **Authorize** when finished, and the following message will appear:

Thank you. Authorization was successful!

3. **NOTE:** This process only *authorizes* the payment method. No payment has been processed on the account.
- If choosing **Delete Card on File**, select **OK** when asked, “**Are you sure you want to remove the account information on file?**” This permanently deletes the card/eCheck information.
3. After closing the **Payment Authorization** window, select **Save**. The payment method type, last four digits, and expiration date update only after admin saves, closes the Registration, and re-opens the Registration.
 - A **Payment** may be entered and processed prior to saving, and the **Payment** will be applied to the new payment method.