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.

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

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- 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.
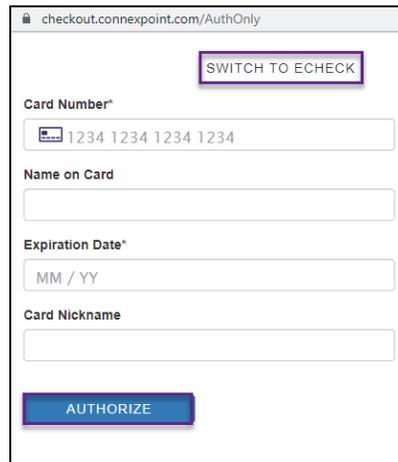
1. Change payment type from credit/debit to eCheck by selecting the **Switch to eCheck** button. Enter the necessary information.

2. Select **Authorize** when finished, and the following message will appear:

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.