

Manage My Payment Methods

The Manage Payment Methods tab lets you add, edit, and delete credit card and electronic check information for your account.

Update payment methods

Adding and managing payment methods is an important part of fully utilizing online giving and event registration. All credit card or electronic check bank account information is displayed on the same tab but separated into boxes we call "payment method cards". Payment cards display:

- a description of the payment method.
- account information; information such as Checking, Savings, or the credit card name display along with the last 4 digits of the bank account/credit card.
- the billing information associated with the payment method.
- a Manage Recurring Gifts link, if applicable; this link lets you manage your recurring giving associated with the payment method.

If you arrived to this page by clicking the Manage Payment Methods link on the Manage Scheduled Giving page, skip to step 3 to learn how to add a new payment method.

1. Point to **Home**, then click **My Account**.
2. Click the **Manage Payment Methods** tab.
3. Click **Add New Payment Method**.
4. Enter your payment information. Depending on whether you select credit card or electronic check for your payment type, the required information changes.
 - **Credit Card:**
Enter a nickname for your account. For example, Robert's Visa Card.
Make sure **Credit/Debit** is selected in the **Account Type** field.
Enter your account number.
Enter the name on the card just as it is displayed. For example, your go by John Smith, but your card displays John R Smith; you would enter John R Smith.
Select your card expiration date from the drop-down fields.
Enter the billing information associated with the card.
Enter an e-mail address to associate with the credit card.
 - **Electronic Check:**
Enter a nickname for your account. For example, Robert's Checking Account.
Make sure **Checking** or **Savings** is selected in the **Account Type** field.
Enter your account number and ACH routing number. For help with locating these numbers, please refer to this [sample check](#), or contact your bank.
Enter the name associated with the account just as it is displayed on the check. For example, your go by John Smith, but your check displays John R Smith; you would enter John R Smith.
Enter the billing information associated with the card.
Enter an e-mail address to associate with the account.
5. Click **Submit New Payment Method**.

The new payment method card displays on the Manage Payment Methods tab. This payment method is now available for use with event registration and online giving.

If you arrived to this page by clicking the Manage Payment Methods link on the Manage Scheduled Giving page, skip to step 3 to learn how to edit a payment method.

1. Point to **Home**, then click **My Account**.
2. Click the **Manage Payment Methods** tab.
3. Locate the payment method card you want to edit, then click **Edit**.
4. Make the necessary changes and click **Submit Changes**. The payment method card now displays the updated information.


If you arrived to this page by clicking the Manage Payment Methods link on the Manage Scheduled Giving page, skip to step 3 to learn how to delete a payment method.

1. Point to **Home**, then click **My Account**.
2. Click the **Manage Payment Methods** tab.
3. Located the payment method card to remove.
4. Click **Delete**, then **OK**. The payment method card no longer displays on the Manage Payment Methods tab.

Reassign Recurring Gifts

If a payment method is associated with recurring gifts, it cannot be deleted until the recurring gifts have been assigned a different payment method.

If you arrived to this page by clicking the Manage Payment Methods link on the Manage Scheduled Giving page, skip to step 2 to learn how to reassign recurring gifts so you can delete a payment method.

1. On the **Manage Payment Methods** tab, locate the payment method card with the recurring gifts you want to reassign.
2. Click the **Manage Recurring Gifts** link in the desired payment method card.
3. For each recurring gift, click , then select a new payment method from the **What Payment Method would you like to use** drop-down list.
4. Click **Update**.
5. Click the **Manage Payment Methods** link in the right corner of the tab.
6. Since the recurring gifts have been reassigned, click **Delete** to remove the payment method.

Payment Method Descriptions

When you add a payment method, you assign the method a nickname or description. This may be a name you intend to associate with the payment method for as long as you use it, or it could be something you quickly entered so you could finish making an online payment or pay for an event registration. If you need to change the description of a payment method, you can.

If you arrived to this page by clicking the Manage Payment Methods link on the Manage Scheduled Giving page, skip to step 3 to learn how to edit a payment method description.

1. Point to **Home**, then click **My Account**.
2. Click the **Manage Payment Methods** tab.
3. Locate the payment method card with the description you want to edit.
4. Click **edit** beside the description.
5. Make the necessary changes to the description.
6. Click **Update**. The payment method description is updated.

Related Topics

- [Make a Payment](#)
- [Select Personal Preferences](#)