

ADD CREDIT CARD

1. Click the [Edit Family] button under the Member List Screen

Member List

Cathey Family **Edit Family** ←

4180 State Highway 6 S
College Station, TX 77845-8964
979-555-5555
CatheyTX@gmail.com
Brazos - Cea-4-H County [contact info]

Add A New Family Member
select a member type...
Add Member

2. Click the [Credit Card] link.

Credit Cards ← Family Family Settings Login History

3. Click the orange [Add New Credit Card] button.

Manage Family Credit Cards

Add New Credit Card ←

4. Type in the Card Number, Expiration Date, Card Code and Billing Information. *Make sure your popup blocker is off of your browser and that you are using Firefox Mozilla*
5. Click the [Save] button.

Add a New Payment Method

Card Number: *

Expiration Date: * (mm/yy)

Card Code: [What's this?](#)

Billing Information

First Name:

Last Name:

Company:

Address:

City:

State: Zip:

Country:

Phone:

Fax:

Save Cancel

6. Click [My Member List] to return to your family profile.

Home **My Member List** ←

DELETE CREDIT CARD

1. Click the [Edit Family] button under the Member List Screen

Member List

Cathey Family **Edit Family** ←

4180 State Highway 6 S
College Station, TX 77845-8964
979-555-5555
CatheyTX@gmail.com
Brazos - Cea-4-H County [contact info]

Add A New Family Member
select a member type...
Add Member

2. Click the [Credit Card] link.

Credit Cards ← Family Family Settings Login History

3. Click the [Delete] button beside the credit card to delete.

Manage Family Credit Cards

Add New Credit Card

| Family credit cards | Credit Card No. | Cardholder Name | |
|-------------------------|-----------------|---------------------|-----------------|
| ✓ Added on Jul 01, 2016 | XXXXXXXX5555 | First and Last name | Delete ↓ |

4. Click [My Member List] to return to your family profile.

EDIT BILLING ADDRESS

The steps below can only be performed during the checkout process.

1. Click the [Check Out] button at the bottom of the cart screen.
2. Click the [Edit Billing Information] button to the right of the screen. *This will not be the place to update the credit card number or expiration date. You will need to delete the credit card out and start over.*

Add New Credit Card

| Pay with an existing card | Credit Card No. | Cardholder Name | |
|--|----------------------|---------------------|---------------------------------|
| ○ Added on Feb 29, 2016 | XXXXXXXX5555 | First and Last name | Delete |
| Pay using a non-electronic method | | | |
| ○ | County/Club 4H Check | | |
| Toby L Lopley | | | Change Billing Address → |

3. Update the billing address information and click the [Update] button.

Update Billing Address

Billing Name:

Billing Address:

Billing City:

Billing State:

Billing Zip:

Update Cancel

Your will now be taken back to your payment screen.