• Close Window
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How to make/update a payment

If a household member wishes to update their credit card information on file, they will follow these steps:

1. Login to your organizations registration portal. If you need the registration portal link/URL, please contact the organization you are registered with. It can often be found on their website as well!
2. Click the 'My Profile Dashboard' tab at the very top of the page.
3. Click on the **Household Information** tab from under the **My Account** section of the main dashboard.
4. Click on **View Registration Order History** link:
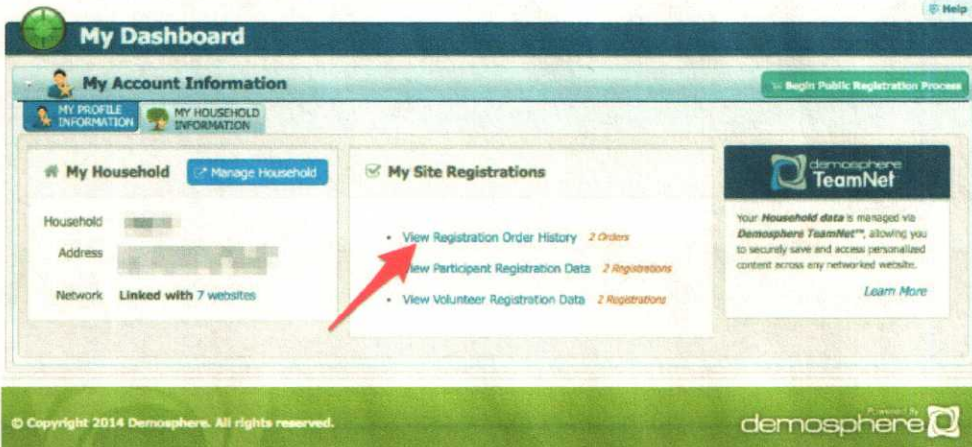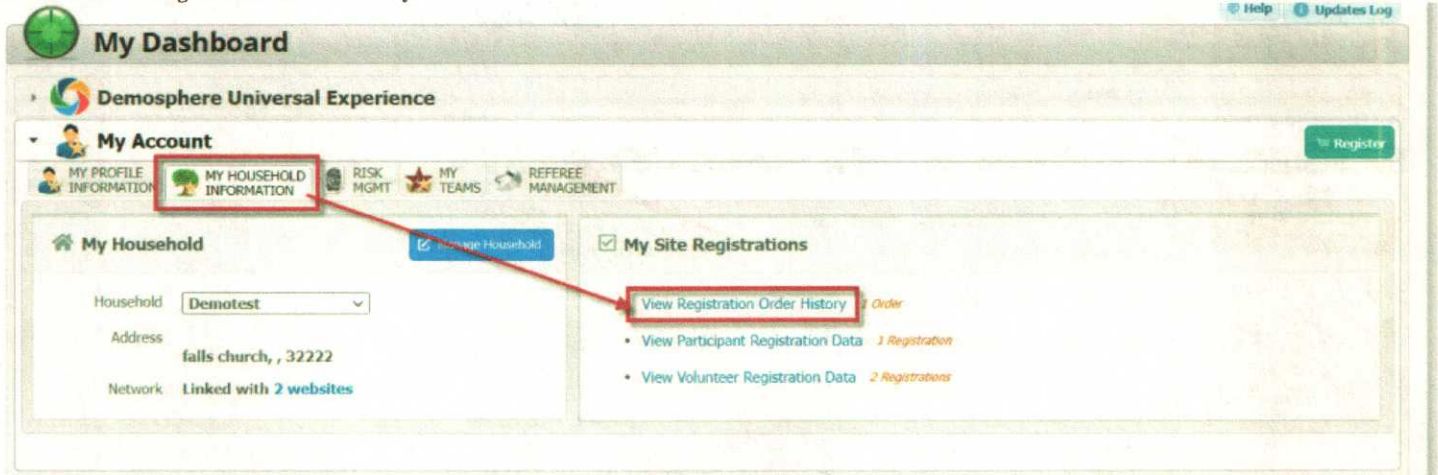
5. On the left side of the Order History tab, click on the order for which you wish to edit payment information.
6. Click on the blue **Edit Payment Info** Button if an existing card is on file that you want to update (or put a new card on file for an upcoming installment payment). If a payment is past due, please click the green **Pay with CC** in the top right corner of the order. A credit card can be put on file or used to pay a past due payment even if check or cash was originally selected as the payment type:
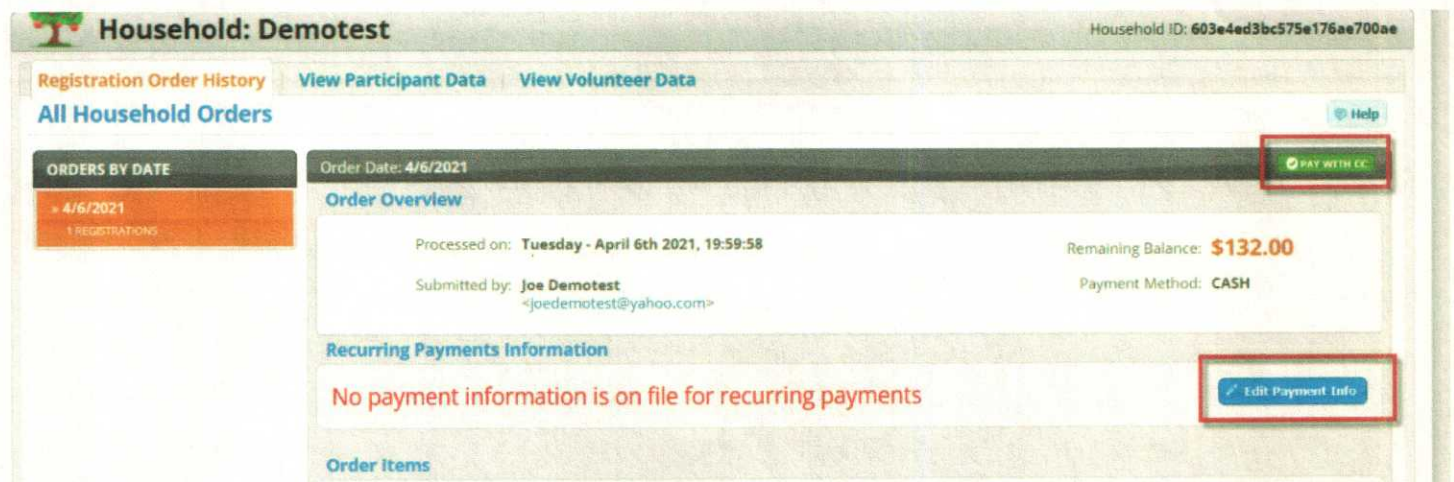
7. On the pop up, enter in your credit card information to put the card on file for future payments and/or pay any past due balance on the order.

Household: Fixit

Manage Household | Begin Public Registration Process | Return to Dashboard

Household ID:

Registration Order History   View Participant Data   View Volunteer Data

All Household Orders

Help

ORDERS BY DATE	Order Date: 3/19/2015

Order Overview

Processed on: **Thursday - March 19th 2015, 09:39:00**

Submitted by:

Remaining Balance: **$45.00**

Payment Method: **VISA**

Recurring Payments Information

VISA (ending 1111)   Exp. Date: **05/2018**   Name: **Barney Fife**   **ACTIVE**   Edit Payment Info

- 3/19/2015
  1 REGISTRATIONS
- 3/19/2015
  1 REGISTRATIONS

Incomplete Order: 07/10/2015
Incomplete Order: 06/11/2015
Incomplete Order: 08/08/2015
Incomplete Order: 07/00/2016
Incomplete Order: 07/18/2016

Registration Order History   View Participant Data   View Volunteer Data

All Household Orders

Help

ORDERS BY DATE	Order Date: 3/19/2015	Pay with CC

Order Overview

Processed on: **Thursday - March 19th 2015, 09:39:00**

Submitted by:

< >

Remaining Balance: **$45.00**

Payment Method: **VISA**

- 3/19/2015
  1 REGISTRATIONS
- 3/19/2015
  1 REGISTRATIONS

Recurring Payments Information

VISA (ending 1111)   Exp. Date: **05/2018**   Name: **Barney Fife**   **ACTIVE**

Order Items

Registration ID:

Registrant	Registration Info	Fees and Discounts	
Yani Zamphere	Program: **Competitive Soccer**	U13+ Registration Fee	$145.00
UUID: **667-02316-36**	Season: **Fall 2015**	Early Bird Discount	-$10.00
Birthdate: **05/23/2001**	Group: **Boys > U8**	**Registration Total**	**$135.00**
MALE	Gold Team		

Related Attachments
None Found

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