

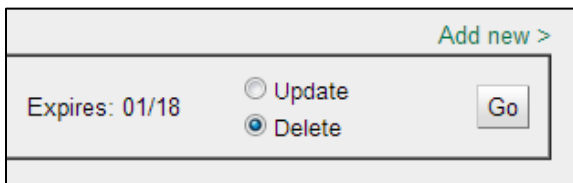


## Delete a Payment Method

1. From the homepage, click the **My Profile** tab.
2. Click the **My Information** link in the left menu.
3. Click the **Manage My Stored Payment Accounts** tab.

*The My Stored Payment Accounts page appears.*

4. Locate the payment method you want to delete, and select the corresponding Delete option.



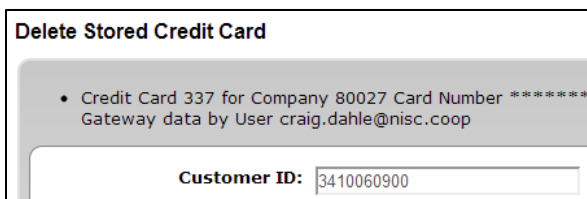
Expires: 01/18     Update     Delete        [Add new >](#)

5. Click the associated Go button.

*The Delete Stored [Payment Method] window appears.*

6. Verify the Security Phrase is correct. If not, contact customer service ASAP.
7. Click the Delete [Payment Method] button.

*Confirmation text appears at the top of the window indicating success.*



**Delete Stored Credit Card**

- Credit Card 337 for Company 80027 Card Number \*\*\*\*\* Gateway data by User craig.dahle@nisc.coop

Customer ID:

8. Click the Close button, located in the upper right of the window.

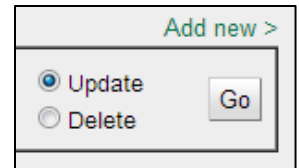
*The window closes and your payment method is removed from the Credit/Debit Cards or Bank Account table.*

## Edit a Payment Method

1. From the homepage, click the **My Profile** button.
2. Click the **My Information** link in the left menu.
3. Click the **Manage My Stored Payment Accounts** tab.

*The My Stored Payment Accounts page appears.*

4. On the appropriate payment method, select the **Update** option.



Update     Delete        [Add new >](#)

5. Click the corresponding **Go** button.

*The Update Stored [Payment Method] window appears.*

6. Update the out of date information. Please note only certain fields can be edited. If you need to make changes to fields that cannot be edited, you will need to delete this payment method and enter a new one.
7. Once satisfied with your edits, click the **Update [Payment Method]** button.



**Update Card**

*Confirmation text appears across the top of the window.*

8. Click the **Close** button to return to the My Stored Payment Accounts page.