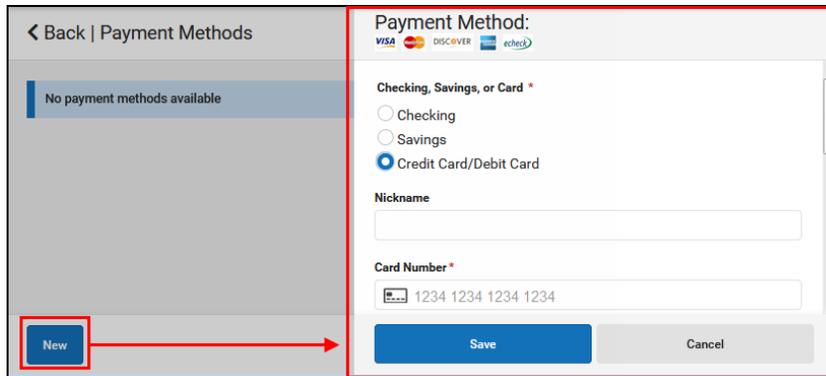


Edit Credit Card Information in IC Portal

The Payment Methods tool is where you add and delete credit cards for making payments in Infinite Campus. Access to Payment Methods is through My Accounts in Food Service, Fees, and School Store

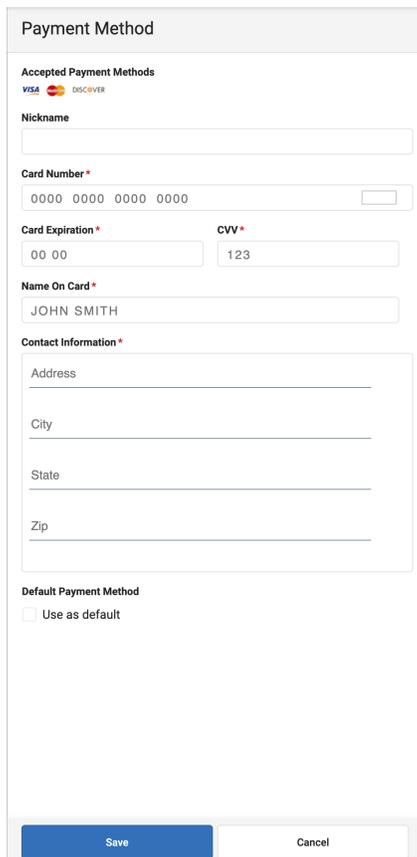
To add a Credit Card or Debit Card:

1. Click **Payment Methods**. If you previously added a payment method, it will display.
2. Click **New** at the bottom of the screen. The Payment Method Panel will display to the right. Select Credit Card/Debit Card.



The screenshot shows a mobile application interface. On the left, a grey panel titled 'Payment Methods' contains a blue bar with the text 'No payment methods available' and a blue 'New' button at the bottom. A red box highlights the 'New' button, and a red arrow points from it to the right. On the right, a white panel titled 'Payment Method:' is open. It features logos for VISA, DISCOVER, and eCheck. Below the logos, there are radio buttons for 'Checking, Savings, or Card *', with 'Credit Card/Debit Card' selected. There is a 'Nickname' text input field, a 'Card Number *' field with a card icon and the number '1234 1234 1234 1234', and 'Save' and 'Cancel' buttons at the bottom.

3. Enter all required information. If you mark the **Use as default** checkbox, Infinite Campus makes this card your default Payment Method.



The screenshot shows a desktop view of the 'Payment Method' form. The title is 'Payment Method'. Under 'Accepted Payment Methods', there are logos for VISA and DISCOVER. The form includes the following fields: 'Nickname' (text input), 'Card Number *' (text input with a card icon and the number '0000 0000 0000 0000'), 'Card Expiration *' (two text inputs with '00 00'), 'CVV *' (text input with '123'), 'Name On Card *' (text input with 'JOHN SMITH'), and 'Contact Information *' (a form with four text inputs for 'Address', 'City', 'State', and 'Zip'). At the bottom, there is a 'Default Payment Method' section with a checkbox labeled 'Use as default'. 'Save' and 'Cancel' buttons are at the bottom of the form.

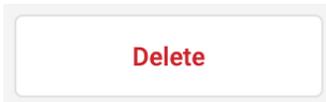
4. Click **Save**. The Payment Method appears in the table of Payment Methods.



If you entered something in error or want to change your card, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

To delete a saved Credit Card/Debit Card:

1. Click **Payment Methods**
2. Click anywhere on the line of the saved payment method.
3. Click **Delete**



4. Confirm **Delete**

