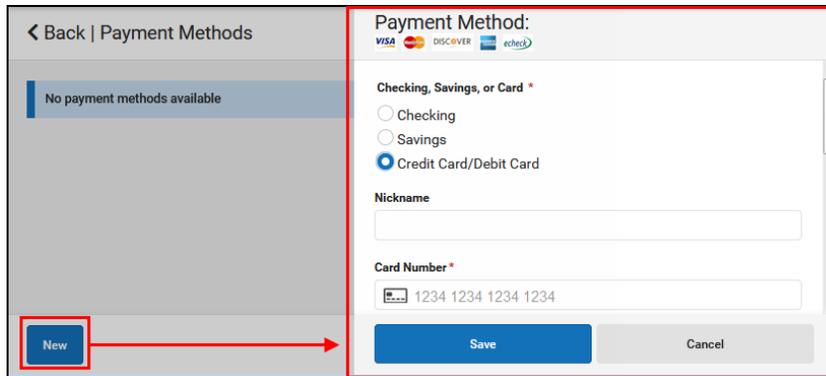# Edit Credit Card Information in IC Portal

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
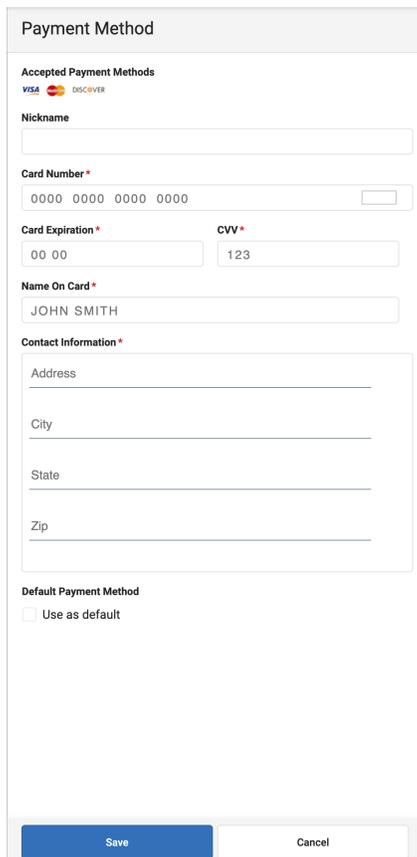
To add a Credit Card or Debit Card:

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.

3. Enter all required information. If you mark the **Use as default** checkbox, Infinite Campus makes this card your default Payment Method.
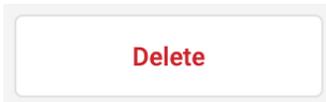
4. Click **Save**. The Payment Method appears in the table of Payment Methods.

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**