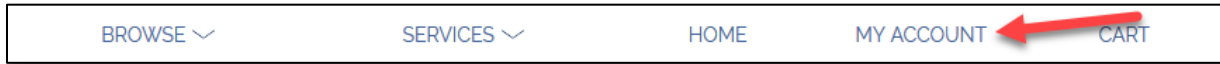
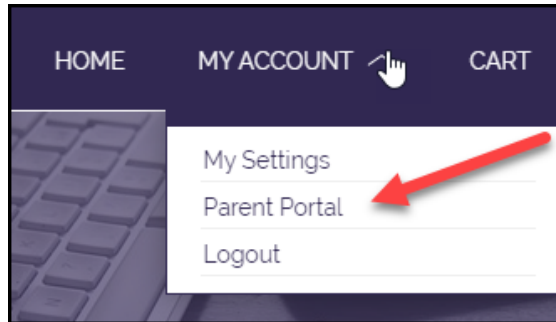


HOW TO UPDATE A PAYMENT METHOD ON FILE

1. Go to your school's Web Store and **LOGIN** using your email address and password.
2. Select **MY ACCOUNT** from the top menu.



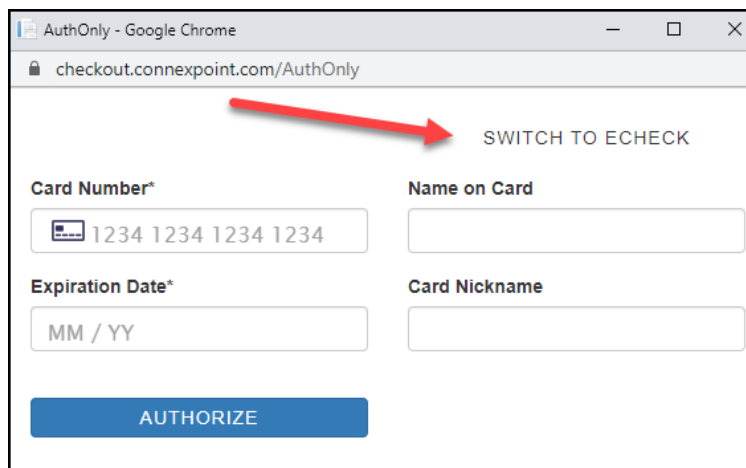
3. Select **PARENT PORTAL**.



4. Select the blue **Credit Card** icon (🗳️) to access payment method.

Registrations with Balance			
Student	Class	Balance Due	Card On File
Joseph Lopez	20/21 Cake Decorating Baking & Pastries	\$20.00	Visa: 1111 04/24 

5. Enter your E-Check information -OR- select the **SWITCH TO CREDIT CARD** button. Complete the necessary fields.

A browser window titled 'AuthOnly - Google Chrome' showing the URL 'checkout.connexpoint.com/AuthOnly'. A red arrow points to a button labeled 'SWITCH TO ECHECK'. Below the button are four input fields: 'Card Number*' (containing '1234 1234 1234 1234'), 'Name on Card', 'Expiration Date*' (containing 'MM / YY'), and 'Card Nickname'. At the bottom is a blue 'AUTHORIZE' button.

6. Select **AUTHORIZE** to complete the update. The payment method has now been updated. To make a payment, refer to "How to Make a Payment in Parent Portal."