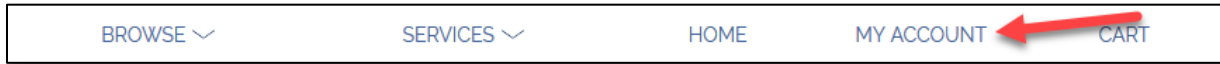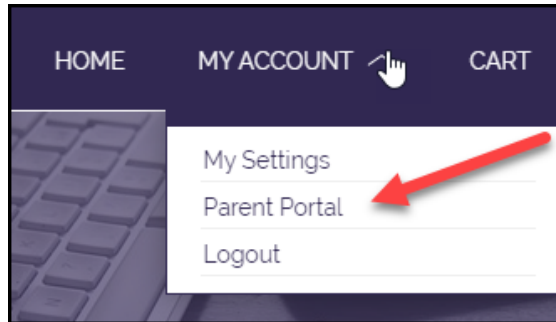# HOW TO UPDATE A PAYMENT METHOD ON FILE

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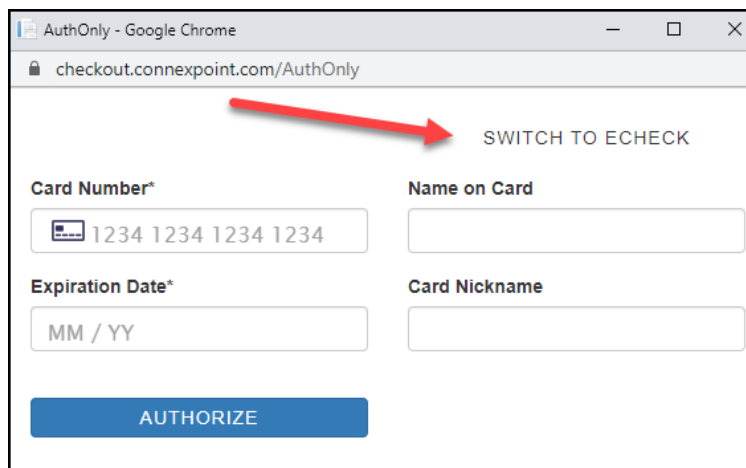

3. Select **PARENT PORTAL**.

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

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

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."