

## How to Update or Change My Credit Card that is Connected to a Payment Plan

Updated over a week ago

NOTE: The next scheduled payment is charged automatically *immediately* after payment is made.

*If you're not ready to be charged, please wait to change the payment method until the next scheduled payment is closer.*

1. [Sign in](#), and click the Registrations tab within your dashboard.
2. On the right side of the screen, click Order Details.
3. Scroll down to the *Item(s) Purchased* section and click Make Payment.
  - A new tab will appear.
4. Choose one of the following:
  - Submit Next Payment: Choose this option if you want to only pay the next scheduled payment.
  - Submit Balance In Full: Choose this option if you want to pay the remaining balance.
5. Choose one of the following:
  - Use Existing Credit Card
  - Enter New Payment Method
6. If using an existing card, click Make Payment. If entering a new payment method, enter the new credit card information.