



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

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NOTE: Upon changing your payment method, your next scheduled payment is automatically charged. *If you are not ready to be charged, please wait until you are closer to your next scheduled payment to change your payment method.*

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 your *Payment Calendar*.
4. Next to the payment you wish to update your card information for, click **Make Payment**.
 - A new tab will appear.
5. 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.
6. Choose one of the following:
 - **Use Existing Credit Card**
 - **Enter New Payment Method**

If Use Existing Credit Card was Selected...

1. Click **Make Payment**.

If Enter New Payment Method was Selected...

1. Click **Enter New Payment Method** to continue adding your new credit card information.

Related Information

- [How to Request a Refund](#)
- [How to Cancel a Website Subscription Fee](#)
- [How to Make a Future Payment on a Registration Payment Plan](#)