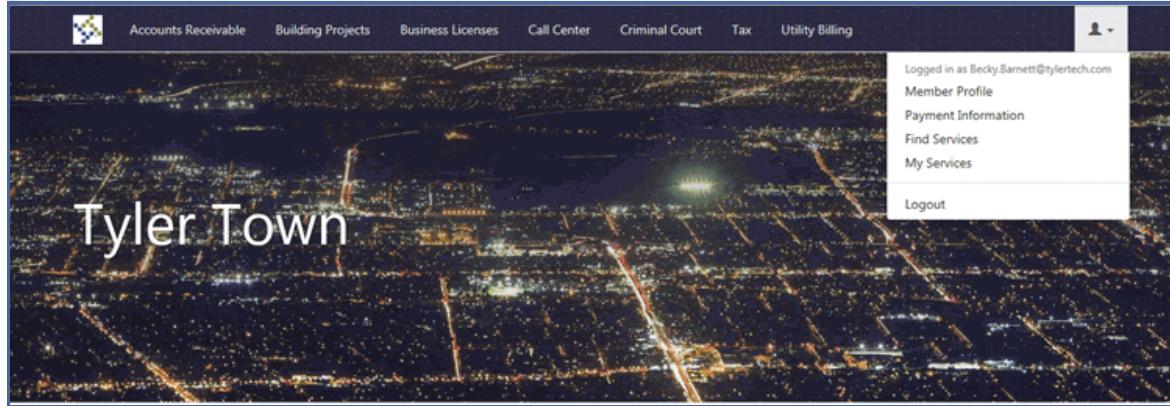


Editing a Credit Card

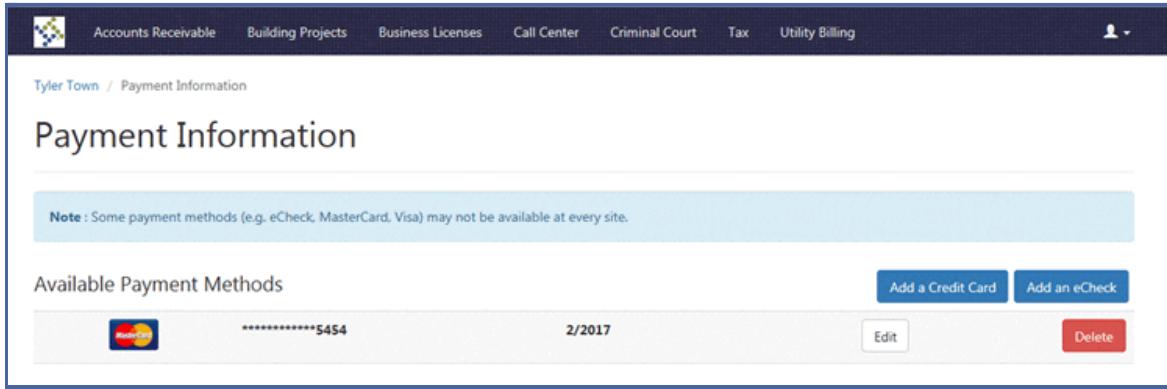
Follow the steps below to edit credit card information in your account:

1. [Log into the Online Services Payment home page](#).
2. Click the **User** icon on any page and select *Payment Information* from the dropdown ([sample](#)).



3. On the **Payment Info** tab ([sample](#)), click **Edit** next to the credit card to edit. The Edit Credit Card page displays ([sample](#)).

Card Type	Mastercard
Credit Card Number	*****5454
Expiration	02 (Feb) 2017
Name on Card	Jane Smith
Billing Address 1	125 Main
Billing Address 2	
Zip	75958



The screenshot shows the 'Payment Information' page of the Tyler Town website. At the top, there is a navigation bar with links to 'Accounts Receivable', 'Building Projects', 'Business Licenses', 'Call Center', 'Criminal Court', 'Tax', and 'Utility Billing'. A user profile icon is in the top right corner. Below the navigation, the page title 'Payment Information' is displayed. A note at the top states: 'Note : Some payment methods (e.g. eCheck, MasterCard, Visa) may not be available at every site.' A table lists an 'Available Payment Methods' with one row showing a MasterCard icon, the number '*****5454', the expiration date '2/2017', and buttons for 'Edit' and 'Delete'.

4. From the **Card Type** dropdown, select the type of card to add (e.g., Mastercard).
5. In the **Credit Card Number** field, enter the entire credit card number.
6. In the **Expiration** fields, select the day, month, and year from the dropdowns
7. In the **Name on Card** fields, enter the *First Name* and *Last Name* on the card.
8. In the **Billing Address 1** field, enter the address the card bills to.
9. In the **Billing Address 2** field, enter the rest of the address the card bills to, if necessary.
10. In the **Zip** field, enter the card's billing zip code.
11. Click **Save Credit Card**. The updated card is now on the list of Available Payment Methods on the **Payment Info** tab.

Need more help? Visit [Tyler University](#), [Tyler Community](#), or contact your [Support Team](#).



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