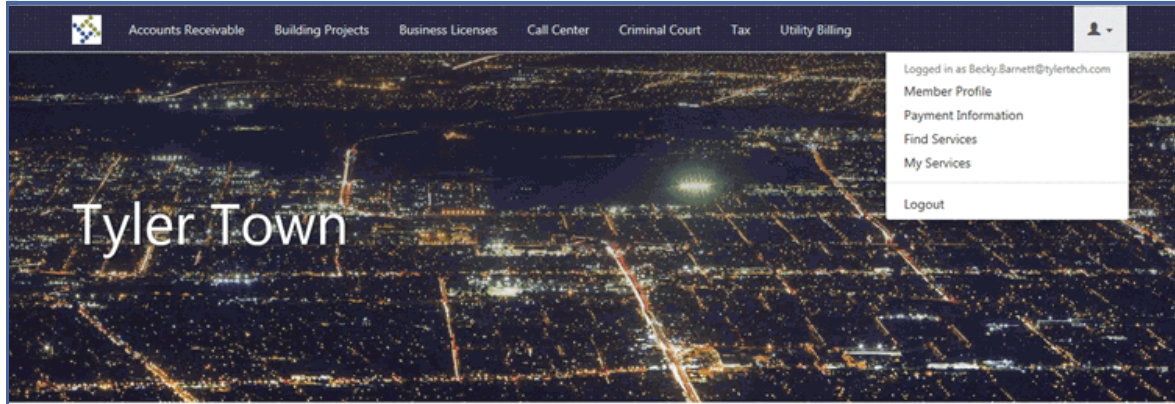


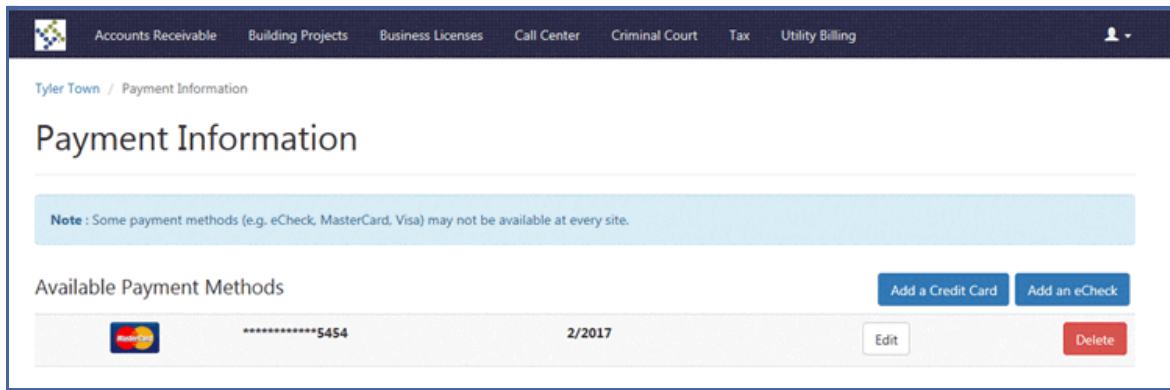
Editing a Credit Card

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](#)).



The screenshot shows a web interface for Tyler Town's Payment Information. At the top, there is a navigation bar with links for Accounts Receivable, Building Projects, Business Licenses, Call Center, Criminal Court, Tax, and Utility Billing. Below this, the page title is "Tyler Town / Payment Information". The main heading is "Payment Information". A note states: "Note: Some payment methods (e.g., eCheck, MasterCard, Visa) may not be available at every site." Under the heading "Available Payment Methods", there are two buttons: "Add a Credit Card" and "Add an eCheck". Below these buttons, a credit card is listed with a MasterCard logo, a masked card number ending in "5454", and an expiration date of "2/2017". There are "Edit" and "Delete" buttons next to the card entry.

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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