

ADD CREDIT/DEBIT CARD

1. Click the [Edit Family] button on the Member List screen.

Member List

Roberts Family [Edit Family](#)

8750 Main Street
 Hill City, KS 67642
 785-171-0875
 robertsfarm@nomain.com

Add A New Family Member
 select a member type...
[Add Member](#)

2. Click the [Credit Cards] link.

[Credit Cards](#) | [Email History](#) | **Family** | [Family Settings](#) | [Login History](#)

Family Information

3. Click the orange [Add New Credit Card] button.



4. Type in the credit/debit card number, expiration date, card code and billing information. **Make sure your popup blocker is off of your browser and that you are using Firefox Mozilla.*

5. Click the [Save] button when finished.

Add a New Payment Method

Card Number: *

Expiration Date: * (mm/yy)

Card Code: [What's this?](#)

Billing Information

First Name:

Last Name:

Company:

Address:

City:

State: Zip:

Country:

Phone:

Fax:

DELETE CREDIT/DEBIT CARD

1. Click the [Edit Family] button on the Member List screen.

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Add A New Family Member
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2. Click the [Credit Cards] link.

[Credit Cards](#) | [Email History](#) | **Family** | [Family Settings](#) | [Login History](#)

Family Information

3. Click the [Delete] button beside the credit/debit card to delete.

Manage Family Credit Cards

[Add New Credit Card](#)

| Family credit cards | Credit Card No. | Cardholder Name | Delete |
|-------------------------|-----------------|---------------------|--------|
| ✓ Added on Jul 01, 2016 | XXXXXXXX5555 | First and Last name | Delete |

4. Click [My Member List] to return to your family profile.

[Home](#) | **My Member List**

EDIT BILLING ADDRESS

The steps below can only be performed during the checkout process.

1. Click the [Check Out] button at the bottom of the cart screen.
2. Click the [Edit Billing Information] button to the right. **This is not the place to update the credit/debit card number or expiration date. You will need to delete the card and start over; you cannot "edit" card information.*

[Add New Credit Card](#)

| | | | |
|-----------------------------------|----------------------|---------------------|------------------------|
| Pay with an existing card | Credit Card No. | Cardholder Name | Delete |
| ○ Added on Feb 29, 2016 | XXXXXXXX5555 | First and Last name | Delete |
| Pay using a non-electronic method | | | |
| ○ | County/Club 4H Check | Toby L Lopley | Change Billing Address |

3. Update the billing address and click the [Update] button. *You will then be taken back to the payment screen.*