## How to make/update a payment

If a household member wishes to update their credit card information on file, they will follow these steps:

1. Login to your organizations registration portal. If you need the registration portal link/URL, please contact the organization their website as well!
2. Click the 'My Profile Dashboard' tab at the very top of the page.
3. Click on the **Household Information** tab from under the **My Account** section of the main dashboard.
4. Click on **View Registration Order History** link:
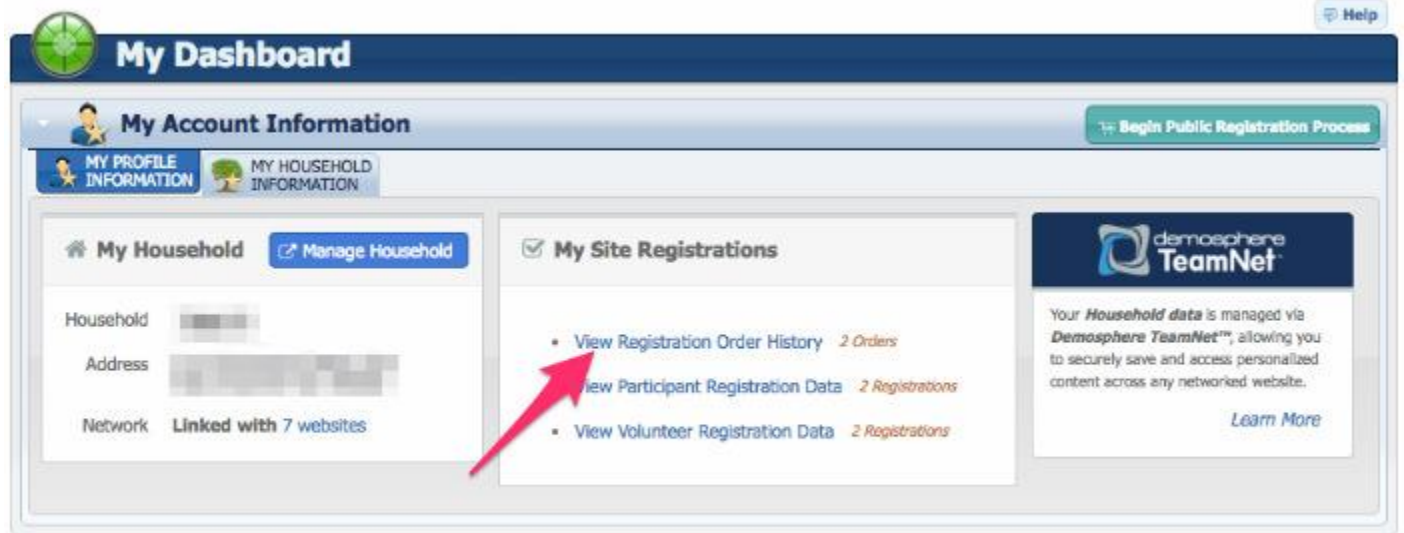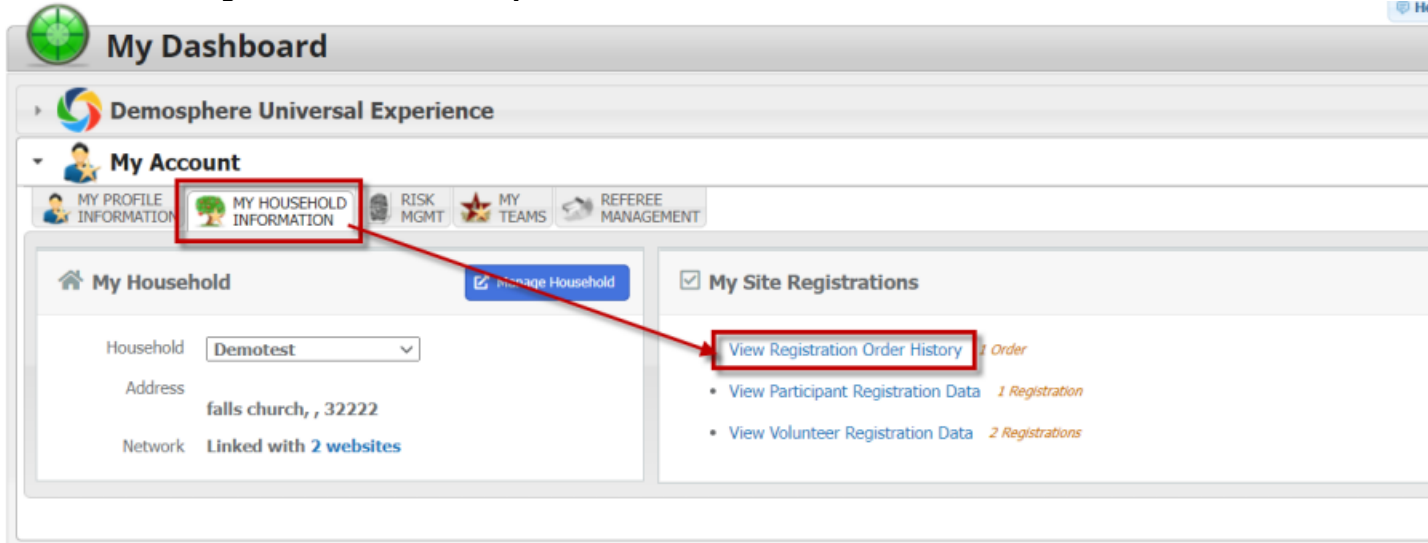
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existing card is on file that you want to update (or put a new card on file for an upcoming installment payment). If a paymen
the top right corner of the order. A credit card can be put on file or used to pay a past due payment even if check or cash wa

Household: Demotest

Household ID: 603e4ed3

Registration Order History | View Participant Data | View Volunteer Data

All Household Orders

ORDERS BY DATE

» 4/6/2021
1 REGISTRATIONS

Order Date: **4/6/2021**

Order Overview

Processed on: **Tuesday - April 6th 2021, 19:59:58**

Submitted by: **Joe Demotest**
<joedemotest@yahoo.com>

Remaining Balance: **$132**

Payment Method: **CASH**

Recurring Payments Information

No payment information is on file for recurring payments

[✎ Ed]

Order Items

Manage Household | Begin Public Registration Process | Return to Dashboard

Household: Fixit

Household ID:

Registration Order History | View Participant Data | View Volunteer Data

All Household Orders

Help

ORDERS BY DATE

» 3/19/2015
1 REGISTRATIONS

» 3/19/2015
1 REGISTRATIONS

Incomplete Order: 07/10/2015
Incomplete Order: 06/11/2015
Incomplete Order: 06/08/2016
Incomplete Order: 07/08/2016
Incomplete Order: 07/16/2016

Order Date: **3/19/2015**

Order Overview

Processed on: **Thursday - March 19th 2015, 09:39:00**

Submitted by:

Remaining Balance: **$45.00**

Payment Method: **VISA**

Recurring Payments Information

VISA (ending 1111)   Exp. Date: **05/2018**   Name: **Barney Fife**   **ACTIVE**   [✎ Edit Payment Info]

Order Items

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Registration Order History | **View Participant Data** | **View Volunteer Data**

All Household Orders

⊡ Help

ORDERS BY DATE
» **3/19/2015** 1 REGISTRATIONS
» **3/19/2015** 1 REGISTRATIONS

Order Date: **3/19/2015**   ⊘ **Pay with CC**

Order Overview

Processed on: **Thursday - March 19th 2015, 09:39:00**

Submitted by: ▓▓▓▓▓▓▓
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Remaining Balance: **$45.00**

Payment Method: **VISA**

Recurring Payments Information

VISA (ending 1111)   Exp. Date: **05/2018**   Name: **Barney Fife**   **ACTIVE**

Order Items

Registration ID: 550ad17563617550eb700a00

Registrant	Registration Info	Fees and Discounts	
Yani Zamphere	Program: **Competitive Soccer**	U13+ Registration Fee	$145.00
UUID: **667-02316-36**	Season: **Fall 2015**	Early Bird Discount	-$10.00
Birthdate: **05/23/2001** MALE	Group: **Boys > U8** Gold Team	**Registration Total**	**$135.00**