

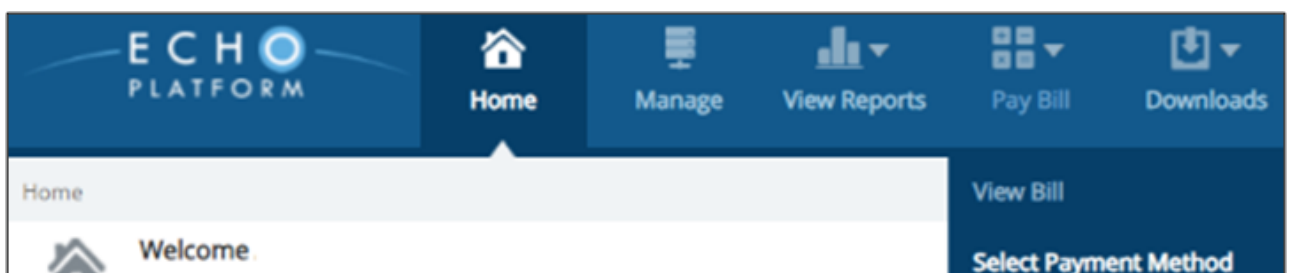
## Adding Credit Card Information

<https://campus.barracuda.com/doc/93196915/>

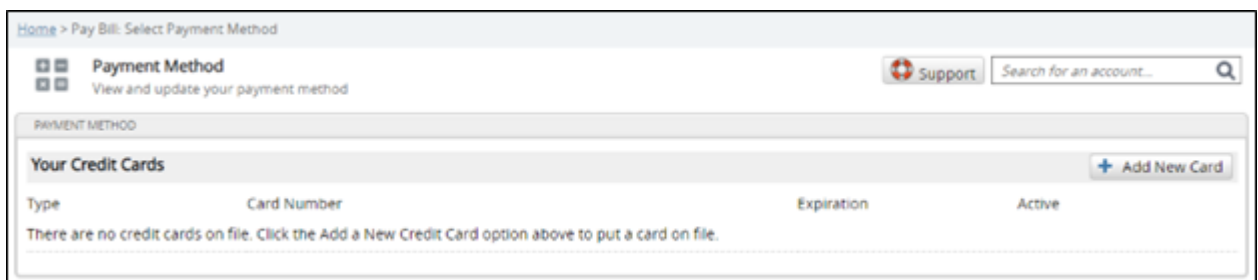
Changing your stored credit card for payment actions can be done in the management portal. You can add new credit cards or edit existing ones if the expiration date on the card changes.

To Add Credit Card information, perform the following steps.

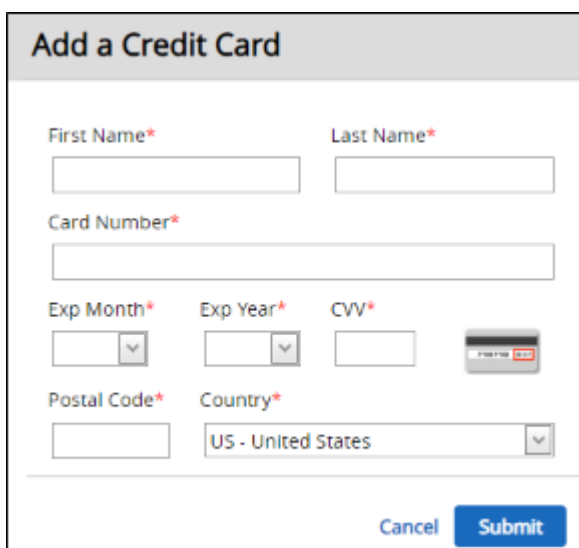
1. On the ECHOplatform ribbon, click **Pay Bill, Select Payment Method**, as shown below.



The Payment Method page is displayed.

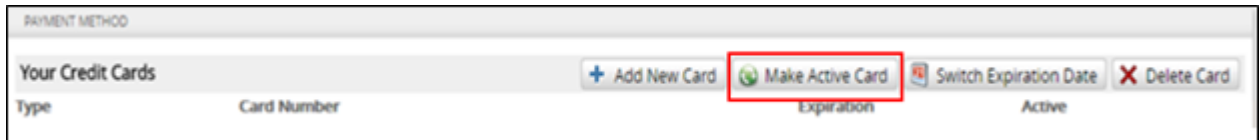


2. Click the **Add New Card** button.  
The Add New Card pop up is displayed.

The screenshot shows the 'Add a Credit Card' pop-up form. It has a title bar 'Add a Credit Card'. The form contains several input fields: 'First Name\*' and 'Last Name\*' (text boxes), 'Card Number\*' (text box), 'Exp Month\*' (dropdown), 'Exp Year\*' (dropdown), 'CVV\*' (text box), 'Postal Code\*' (text box), and 'Country\*' (dropdown menu showing 'US - United States'). There is also a small credit card icon. At the bottom, there are 'Cancel' and 'Submit' buttons.

3. Complete the required information for adding a credit card and then click **Submit**.

4. After adding the credit card information make sure that you highlight the credit card and then click **Make Active Card** button.



PAYMENT METHOD

Your Credit Cards

+ Add New Card   **Make Active Card**   Switch Expiration Date   Delete Card

Type	Card Number	Expiration	Active
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## Figures

1. campus view bill1.png
2. campus view bill1a.png
3. csmpud view bill1b.png
4. campus view bill1c.png

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