

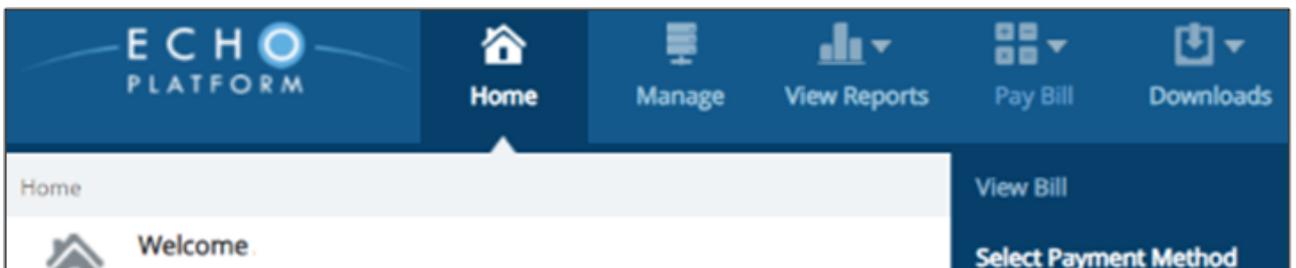
Adding Credit Card Information

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

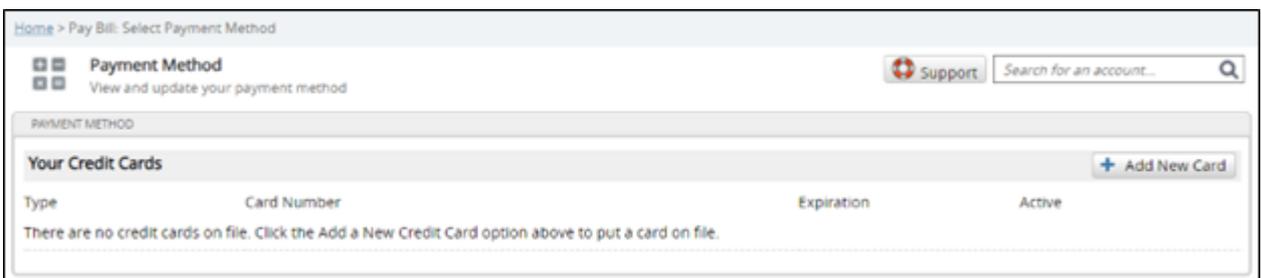
Changing your stored credit card for payment actions can be done in the management portal. You can add new credit cards or edit existing ones if the expiration date on the card changes.

To Add Credit Card information, perform the following steps.

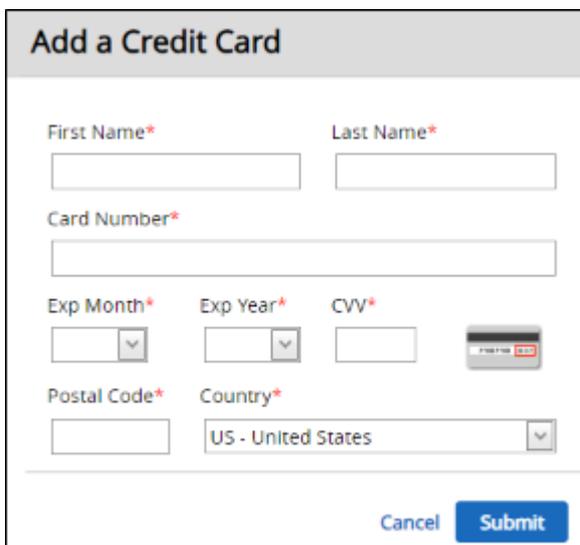
1. On the ECHOplatform ribbon, click **Pay Bill, Select Payment Method**, as shown below.



The Payment Method page is displayed.

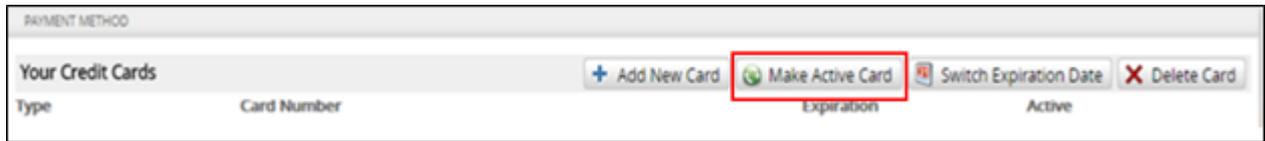


2. Click the **Add New Card** button.
The Add New Card pop up is displayed.

The image shows the 'Add a Credit Card' form. The form has the following fields: 'First Name*' (text input), 'Last Name*' (text input), 'Card Number*' (text input), 'Exp Month*' (dropdown menu), 'Exp Year*' (dropdown menu), 'CVV*' (text input), 'Postal Code*' (text input), and 'Country*' (dropdown menu with 'US - United States' selected). There are 'Cancel' and 'Submit' buttons at the bottom.

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.



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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