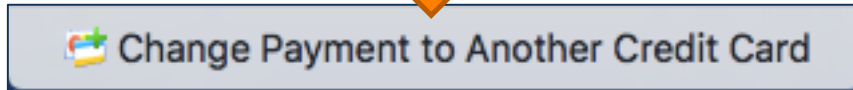# TM: Tip of the Week

CHANGING FUTURE CREDIT CARD PAYMENTS

1. SELECT THE PAYMENTS THAT NEED TO BE CHANGED

	•Ticket	•Donation	•Event	•Mail List	Pass	•Relation	•Order	•Payment	•Letter(1)	Task

Ic...	Payment #²	Order #	Date Rec...	Payment Origin	JE T...	Payment Method	CheckPass #		Total Paid
💲	1752589	1872051	DEC 1 2017	Installment Payment ...	PD	*American Express	3713 ******		$200.00
💲	1752588	1872051	NOV 1 2017	Installment Payment ...	PD	*American Express	3713 ******		$200.00
💲	1752587	1872051	OCT 1 2017	Installment Payment ...	PD	*American Express	3713 ******		$200.00
💲	1752586	1872051	SEP 1 2017	Installment Payment ...	PD	*American Express	3713 ******		$200.00
🗄	1752585	1872051	AUG 1 2017	Installment Payment	PD	*American Express	3713 ******		$200.00

2. RIGHT CLICK OR CONTROL CLICK

⬇

Change Payment to Another Credit Card

3. ENTER THE NEW CARD INFORMATION

Update Payment Information

You may update the payment method for a Credit Card (except the amount) if it has not been deposited yet. If you want to change the amount or use a completely different payment method instead, please remove the payment and

For credit cards, you can change the type, number, or expiry date on this payment if it has not yet been deposited or authorized using the credit card server.

Payment Method: *American Express

Credit Card #: ---- ------ -----

Card Expiry: 08/2017

Name on Card: Bob Smith

Explain   Cancel   Update

THIS CAN ONLY WORK IF A PAYMENT HAS NOT BEEN PROCESSED (EX: POST-DATED PAYMENTS)

This TMTip compliments of:
Development Breakout at TM2 Conference – Thank you!