

# How to create, edit or delete payment methods

Payment methods can only be viewed, edited or deleted by the student or authorized payer who added the payment method.

If students or authorized payers want to edit their payment methods, they can only update the card holder's name, the expiration date, the billing address and the payment method email. If they want to change the credit type or number, or bank account number, they can't use "Edit." They have to delete the old one and add the new one.



Step 1: Students log in to [Buff Portal](https://buffportal.colorado.edu/) (buffportal.colorado.edu.) (Authorized payers log in to [CUBill&Pay](#) and go to step 4 below.)

University of Colorado **Boulder** example

## Federated Identity Service

### Log in to **Buff Portal**

**IdentiKey Username** (example: chbu1234)

**IdentiKey Password**

Log In Advanced Settings...

[Need help logging in?](#)  
Quit or close all browser windows to exit completely.  
**DO NOT** bookmark this page! Bookmark the service homepage after logging in.

Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **View Balance/Pay Bill** and **View/Pay Bill**.

The screenshot shows the 'Tuition & Fees' section of the Buff Portal. At the top, there's a header with a dollar sign icon, the text 'Tuition & Fees', the word 'example', and a star icon. Below this is a navigation bar with a back arrow and the text 'View Balance/Pay Bill', which is highlighted with a red box. The main content area is titled 'Main Campus Balance'. It displays 'Balance' with an information icon and a value of '\$0.00'. Below that, it shows 'Payment Plan' with an information icon and a value of 'No'. At the bottom of this section, there is a button labeled 'View/Pay Bill' with an external link icon, which is also highlighted with a red box. Below this button is another button labeled 'View Payment Plans' with an external link icon.

Step 3: Select **Payment Methods** and then click on the payment method you want to edit. To create a payment method, click **Add Credit/Debit Card Payment Method** or **Add eCheck Payment Method**.

The screenshot displays the CUBill&Pay interface for the University of Colorado Boulder. The sidebar on the left contains a menu with 'Payment Methods' highlighted by a red rectangle. The main content area is titled 'Payment Methods' and includes instructions on how to add new payment methods. Two buttons, 'Add Credit/Debit Card Payment Method' and 'Add eCheck Payment Method', are highlighted with a red rectangle. Below these, a 'Payment Methods List' table is shown, containing one entry: 'My Visa (VISA ending with 1010)', which is also highlighted with a red rectangle. The table has a 'DELETE' button and a plus icon for each entry.

PAYMENT METHOD	DELETE
My Visa (VISA ending with 1010)	+

Step 4: To add or edit a payment method, enter new information and click **Save**.

The screenshot shows the CUBill&Pay interface for the University of Colorado Boulder. The top navigation bar includes the logo, the text 'example', and a 'Profile' dropdown. A left sidebar contains links: Message Board, Payment Methods (highlighted), Authorize Payers, User Preferences, View & Pay Accounts, Transaction History, Payment Plan, and Messages.

The main content area is titled 'Edit Credit/Debit Card Payment Method'. It includes instructions: 'Edit your credit card information in the following fields and then click **Save**. All fields are required. For help, please click on the question mark next to a field.' A red note states: 'In order to be able to offer credit cards as a payment option, a nonrefundable 2.85% service fee is charged by Nelnet Campus Commerce for all credit and debit transactions. If you would like to avoid this fee, please pay with eCheck from a U.S. checking or savings account.' A note indicates 'Required fields are marked with an \*'.

The form is divided into three sections:

- Payment Method Information:** Contains a single field 'Payment Method Name:' with the value 'My Visa'.
- Credit Card Information:** Contains four fields: 'Cardholder's Name:' (empty), 'Card Type:' with the value 'VISA', 'Credit Card Number:' with the value 'Card number ending with 1010', and 'Expiration Date:' (empty).
- Billing Address Information:** Contains three fields: 'Address 1:' (empty), '(optional) Address 2:' (empty), and 'City:' (empty).

Step 5: The payment method has been updated successfully when you see the message below.

The screenshot shows the CUBill&Pay interface for the University of Colorado Boulder. The header includes the logo and the text "example Profile". A left sidebar contains navigation links: Message Board, Payment Methods (highlighted), Authorize Payers, User Preferences, View & Pay Accounts, Transaction History, Payment Plan, and Messages. The main content area is titled "Payment Methods" and includes a sub-header "Saving payment methods on this secure site allows you to make future payments easily and quickly." Below this are two bullet points: "To add a new eCheck payment method, click **Add eCheck Payment Method**." and "To add a new Credit/Debit card payment method, click **Add Credit/Debit Card Payment Method**." A green dashed box highlights a success message: "The payment method has been updated successfully!". To the right of this message are two links: "Add Credit/Debit Card Payment Method" and "Add eCheck Payment Method". Below the message is a table titled "Payment Methods List".

PAYMENT METHOD	DELETE
My Visa (VISA ending with 1010)	