

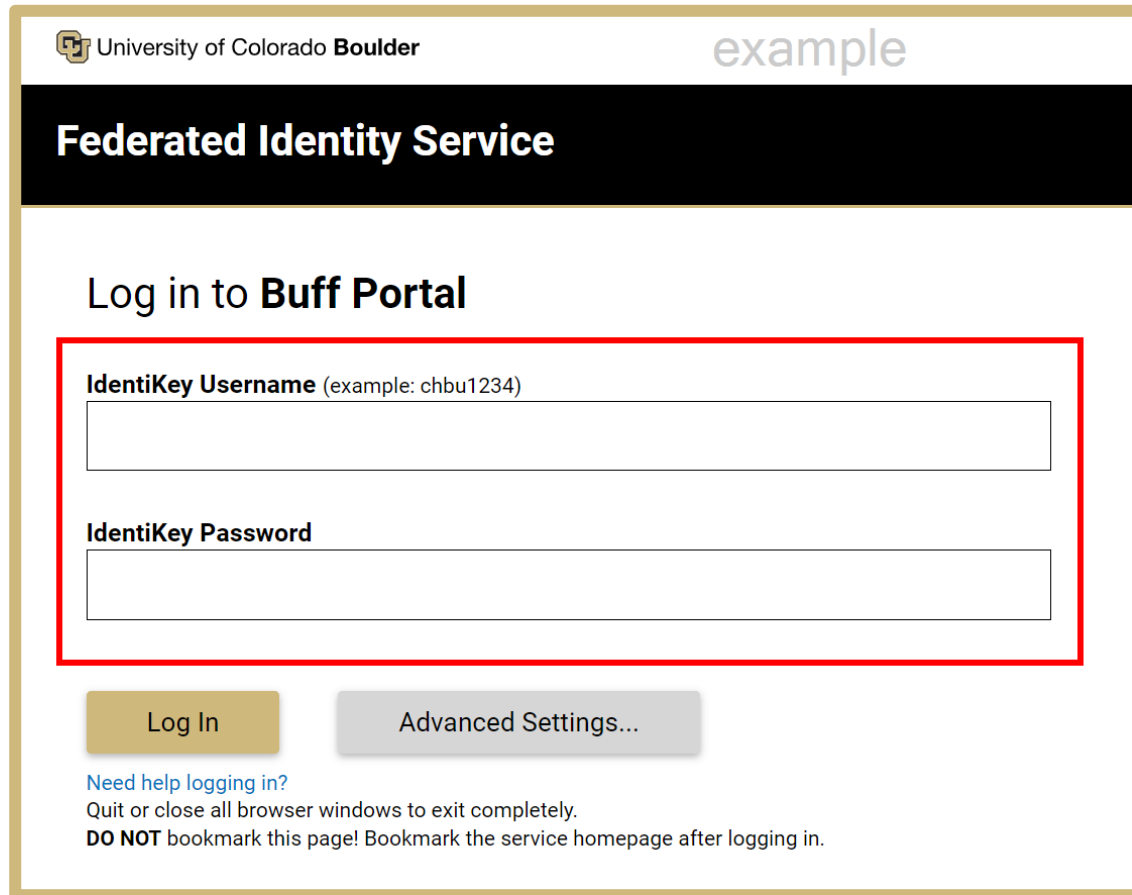
# How to create, edit or delete payment methods

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 need to delete the old one and add the new one.



Step 1: Students log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu.) (Authorized payers log in to [CUBill&Pay](#) and go to step 3.)



University of Colorado **Boulder** example

## Federated Identity Service

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

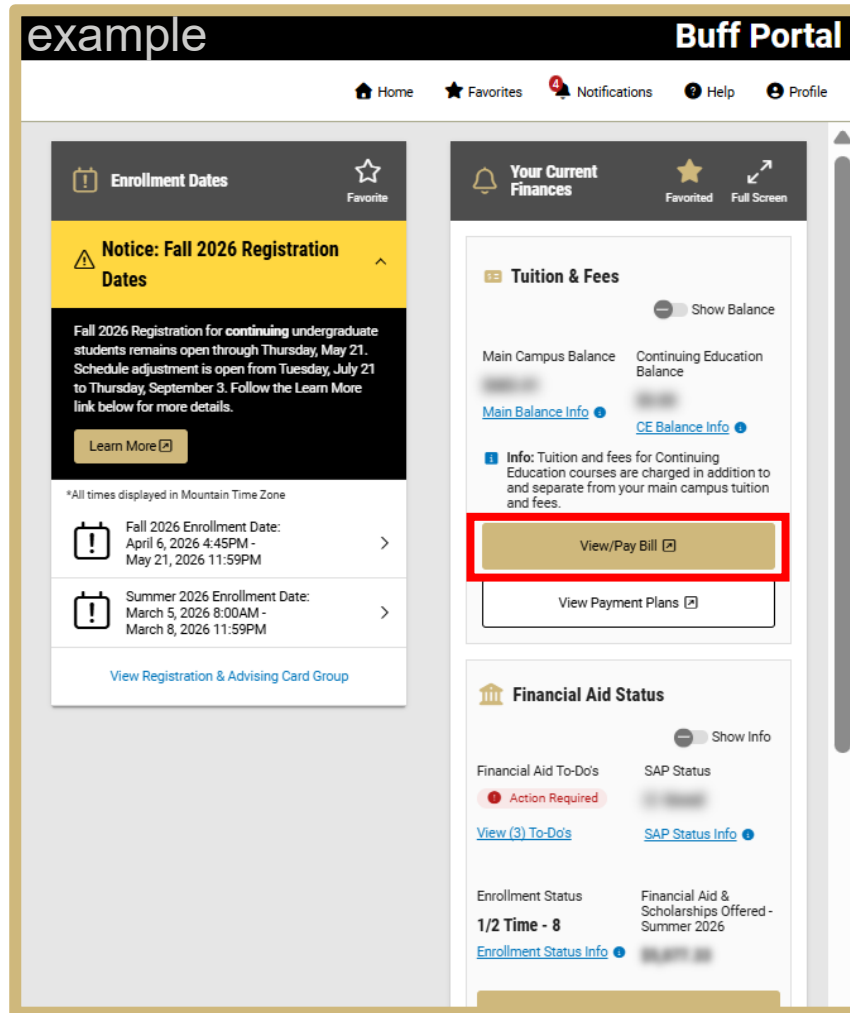
**IdentiKey Username** (example: chbu1234)

**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 Your Current Finances card. It will be on the main Buff Portal page. Click **View/Pay Bill**.



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 CU Bill & Pay interface. On the left sidebar, the 'Payment Methods' option is highlighted with a red box. The main content area is titled 'Payment Methods' and includes the following text: 'Saving payment methods on this secure site allows you to make future payments easily and quickly.' Below this, there 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**.' To the right of these instructions, two buttons are visible: '+ Add Credit/Debit Card Payment Method' and '+ Add eCheck Payment Method', both highlighted with a red box. Below the instructions is a 'Payment Methods List' table. The table has a header row with 'PAYMENT METHOD' and 'DELETE'. The first row contains 'My Visa (VISA ending with 1010)' and a plus icon, both highlighted with a red box.

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 a web interface for editing a payment method. The header includes the CUBill&Pay logo and the text 'example' with a 'Profile' dropdown. 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 'Edit Credit/Debit Card Payment Method' and includes instructions and a warning about a 2.85% service fee for credit cards. The form is divided into three sections: 'Payment Method Information' (with 'Payment Method Name' set to 'My VISA'), 'Credit Card Information' (with fields for Cardholder's Name, Card Type set to 'VISA', Credit Card Number, and Expiration Date), and 'Billing Address Information' (with fields for Address 1, optional Address 2, and City).

CUBill&Pay  
UNIVERSITY OF COLORADO BOULDER

example Profile

### Edit Credit/Debit Card Payment Method

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.

**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.**

Required fields are marked with an \*

#### Payment Method Information

Payment Method Name: My VISA

#### Credit Card Information

Cardholder's Name\*:

Card Type: VISA

Credit Card Number: Card number ending with 1010.

Expiration Date\*:

#### Billing Address Information

Address 1\*:

(optional) Address 2:

City\*:

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 top navigation bar includes the logo and the text "example Profile". A left sidebar contains a menu with items: 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 contains the following text:

Saving payment methods on this secure site allows you to make future payments easily and quickly.

- To add a new eCheck payment method, click **Add eCheck Payment Method**.
- To add a new Credit/Debit card payment method, click **Add Credit/Debit Card Payment Method**.

A green success message is displayed in a dashed box: "The payment method has been updated successfully!". Below this message are two buttons: "Add Credit/Debit Card Payment Method" and "Add eCheck Payment Method".

Below the buttons is a table titled "Payment Methods List":

PAYMENT METHOD	DELETE
My Visa (VISA ending with 1010)	