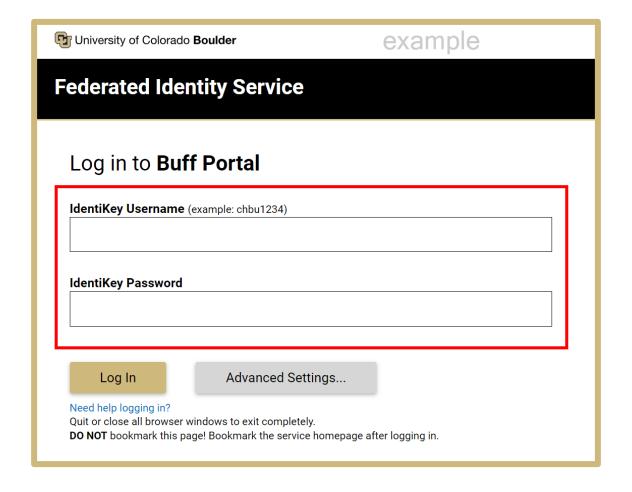
How to create, edit or delete payment methods

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

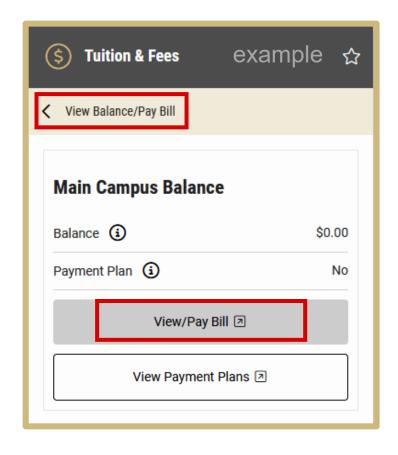
If students or authorized payers want to edit their payment methods, they can only update the card holder's name, the expiration date, the billing address and the payment method email. If they want to change the credit type or number, or bank account number, they can't use "Edit." They have to delete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

Step 1: Students log in to <u>Buff Portal</u> (buffportal.colorado.edu.) (Authorized payers log in to <u>CUBill&Pay</u> and go to step 4 below.)

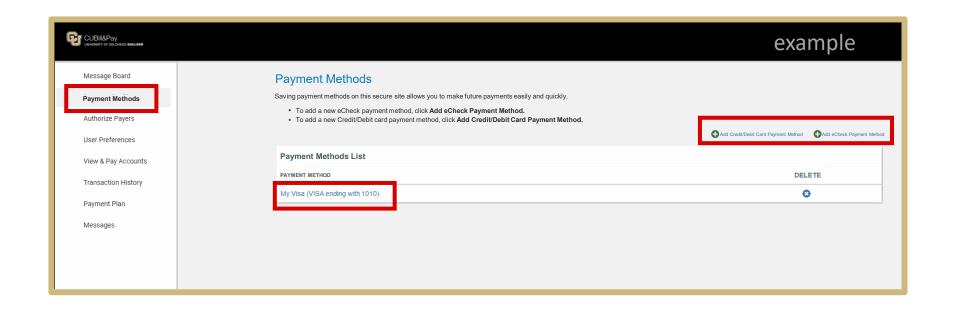




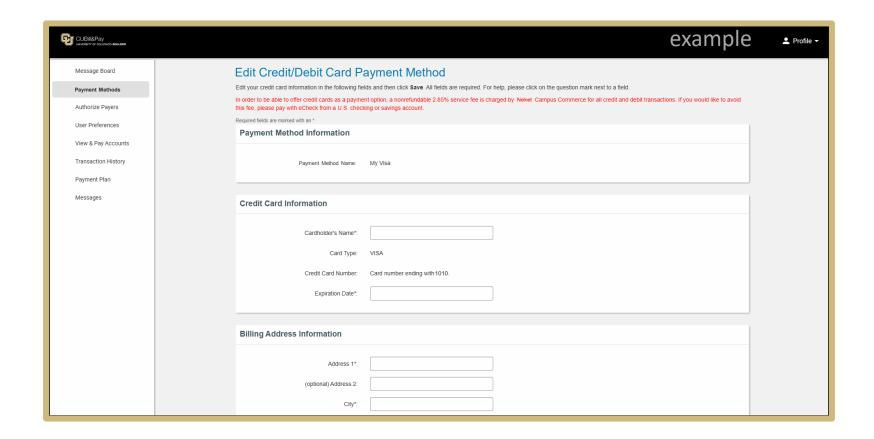
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **View Balance/Pay Bill** and **View/Pay Bill**.



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**.



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



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

