How parents update payment methods

Payments & Billing · https://a2bmanager.com/docs/how-parents-update-payment-methods/

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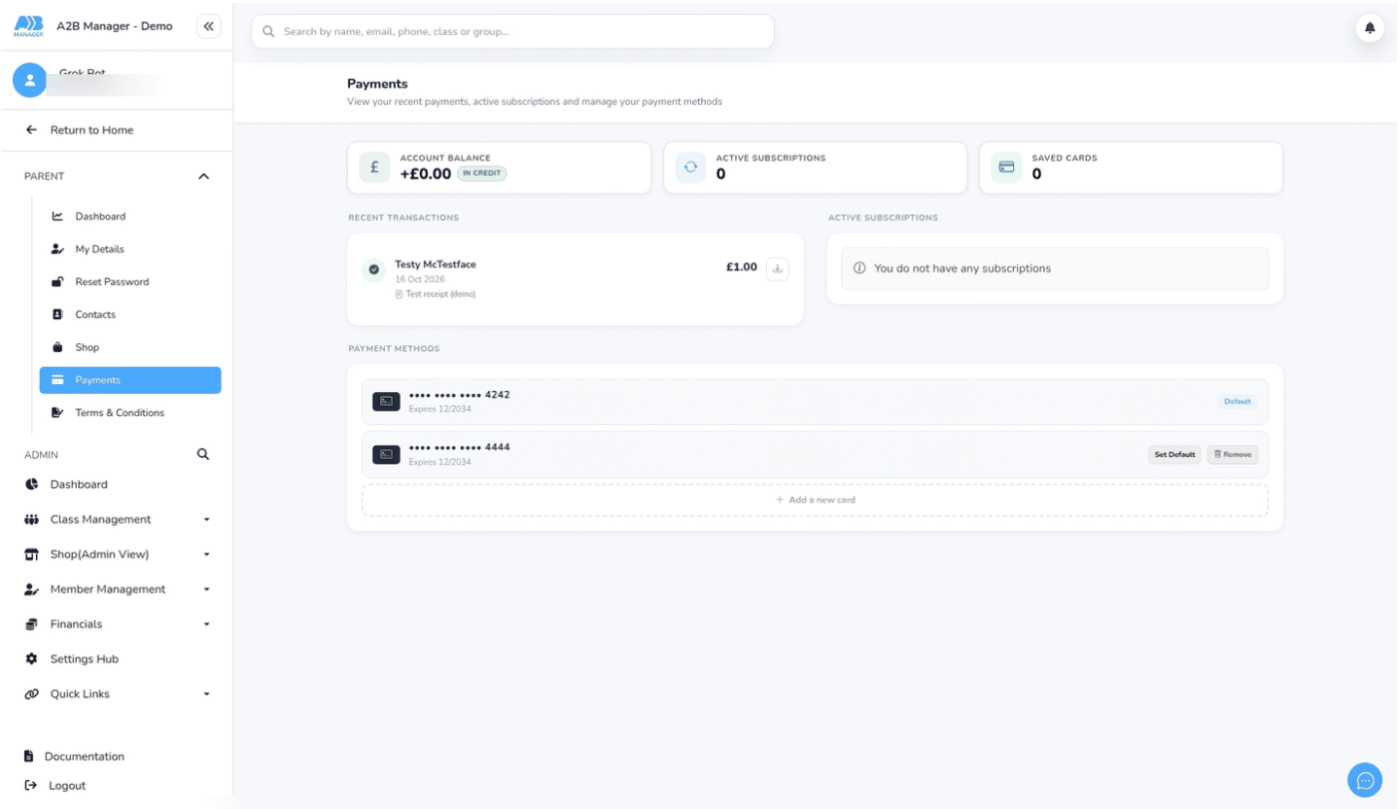
Video walkthrough: updating your payment methods

You can add a card, choose your default card and remove old cards from your **Payments** page.

Managing your payment methods

Step 1: Open Payment Methods (0:00)

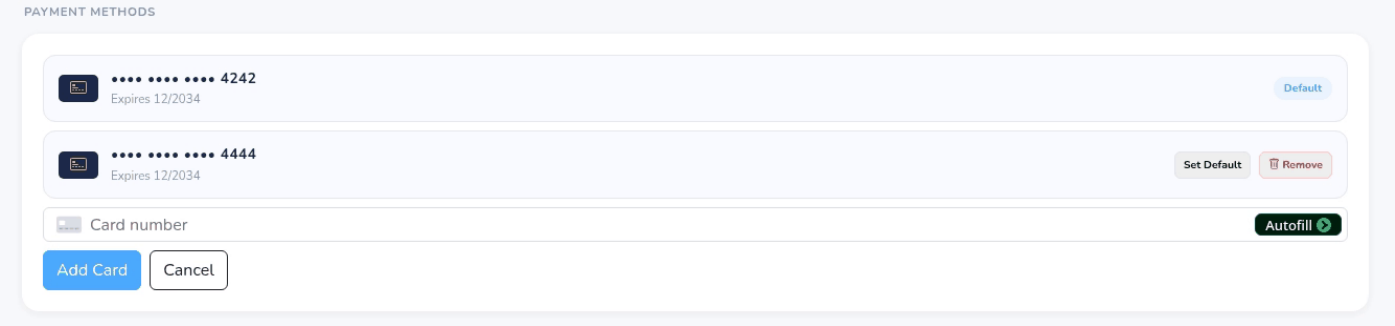
- In the left-hand menu, open the **Parent** section if it's collapsed, then click **Payments**.
- Scroll to **Payment Methods** at the bottom of the page. Each saved card shows its last four digits and expiry date, and your default card has a **Default** label.



Step 1: Your saved cards

Step 2: Add a new card (0:25)

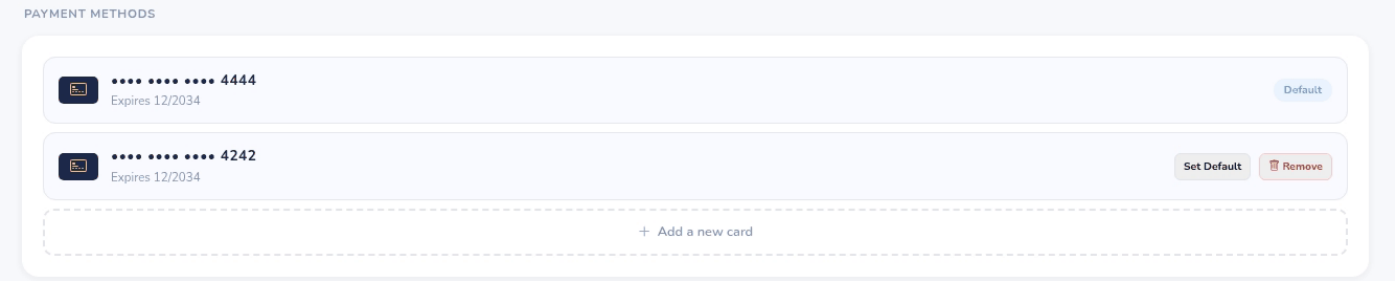
- Click **Add a new card**.
- Enter the card number, expiry date and security code, then click **Add Card**. Click **Cancel** to close the form without saving.
- If you have no default card yet, the new card becomes your default. Otherwise it's added alongside your existing cards.



Step 2: The Add a new card form

Step 3: Change your default card (0:41)

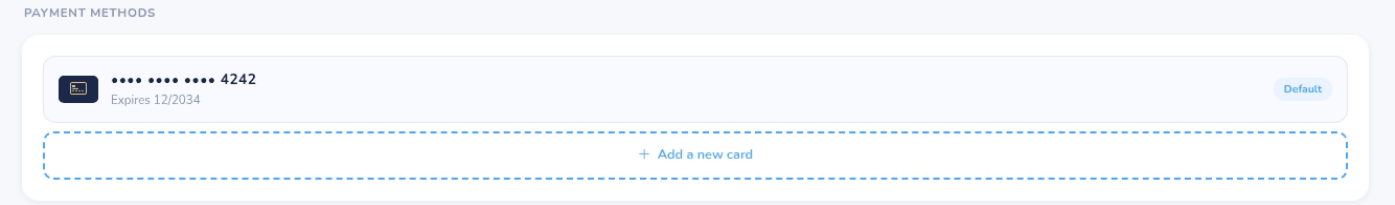
- Click **Set Default** next to the card you want to use. The **Default** label moves to that card straight away, and the default card jumps to the top of the list.
- Your default card is used for future payments and for the **Pay with** button on outstanding invoices.



Step 3: Setting a new default card

Step 4: Remove a card (1:01)

- Because the list reorders when you change your default card, check the last four digits before you click.
- Click **Remove** next to the card. It's removed straight away, with no confirmation and no message, so make sure you've picked the right card.
- You can't remove your default card, so there's no **Remove** button next to it. To remove it, set another card as default first.



Step 4: After removing a card

Good to know

- If you have more than three cards, click **View all** to see them all.
- The **Saved cards** count at the top of the page may show 0 even when you have cards saved. Your cards are still listed under **Payment Methods**.
- To see your payments and download receipts, see How parents find payments and download receipts.
- To pay an unpaid invoice, see How parents pay outstanding invoices.

Download the PDF guide (optional)