

Delete a Saved Credit/Debit Card

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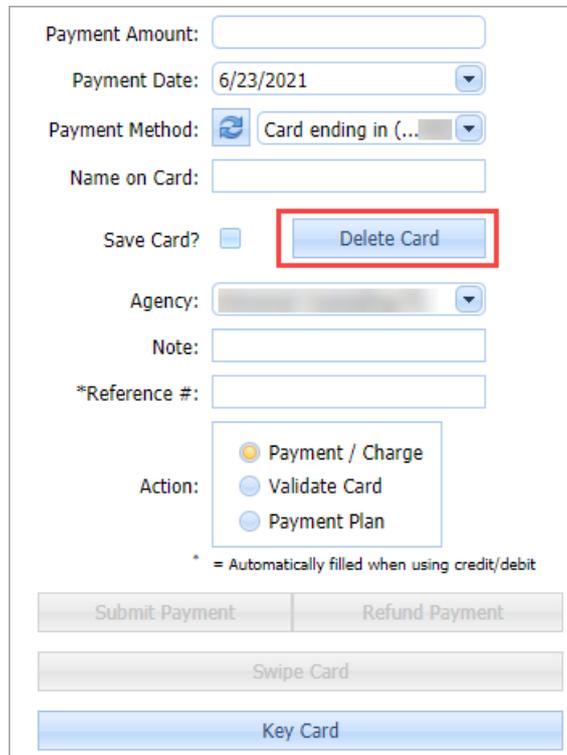
Path: Main Menu > Admissions Menu > Payment Center

About

If you saved a card on file while processing a client payment or creating a payment plan, it can be easily removed from the Payment Center.

Delete a Credit/Debit Card

1. Navigate to the Payment Center by following the path above.
2. Search for and select the client.
3. In the **Payment Method** drop-down, select the saved card.
4. Click the **Delete Card** button.



Payment Amount:

Payment Date: 6/23/2021

Payment Method:  Card ending in (...

Name on Card:

Save Card? **Delete Card**

Agency:

Note:

*Reference #:

Action:

- Payment / Charge
- Validate Card
- Payment Plan

* = Automatically filled when using credit/debit

Notes:



- If you delete a card that is also attached to an active payment plan, the card will stay attached to the payment plan until the plan expires either by manually stopping the plan or when all payments have been made by that card.
- If you notice the card is still showing as a Payment Method, click the **Refresh** button .