## Delete a Credit Card from a Family

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## To delete a credit card from the Family record:

- 1. In the Family record, select the **Billing Info** tab.
- 2. Use the **Trash Can** icon to delete a credit card.
- 3. In the Are you Sure? confirmation window, select OK.

A credit card can also be deleted using the **Pencil** icon and the **Delete Card** button in the *Edit Credit Card* window.

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|---|--|---------|--------------------------|-------|-------------------|--------------|---|--|-------------------|-----------------------|--------------------|------|-----------|
| eturn                                     | <ul> <li>Save Changes</li> </ul>   | s ×De   | elete                    |       |                   |              |   |  |                   |                       |                    |      |           |
| e Sale/Post                               | Fees Payment   | Refund  | Statement                | ] [   | Add Studen        | t Add        | Contact Arc   | hive Family  | amily Name        | Email Tex             | t Email Schedul    | es M | erge Fami |
| nmary                                     | Contacts   | Classes | F                        | vents | Transa            | ctions       | Billing Info  | Misc   |                   |                       |                    |      |           |
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| illing Deliv                              | very: T  | Mem     | bership Ty               | pe:   | •                 | Billing      | Contact: Alane  | e Clements   |                   |                       |                    |      |           |
| -   | very:  ve |         | bership Ty<br>ent Schedu |       | •                 |              | Contact: <u>Alane</u><br>Address: 1809                      | Santa Monica   |                   |                       |                    |      |           |
| -   |  |         |                          |       |                   |              | ddress: 1809  |  | 28078             |                       |                    |      |           |
| -   |  |         |                          |       |                   |              | Address: 1809<br>Hunt                                       | Santa Monica   |                   |                       |                    |      |           |
| ment Met                                  | hod: Credit Card   |         |                          |       |                   |              | Address: 1809<br>Hunt                                       | Santa Monica<br>ersville, NC   |                   |                       |                    |      |           |
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| redit Card<br>Add Card<br>Primary         | hod: Credit Card   | ▼ ePaym | Name on                  | Card  | v                 | Card         | Address: 1809<br>Hunt<br>Email: aclen                       | Santa Monica<br>ersville, NC<br>nents@email.co<br>Card Billing                   | <u>m</u><br>Email | Vault ID<br>788129579 | By<br>Web          | Edit |           |
| redit Card<br>Add Card<br>Primary<br>Card | hod: Credit Card   | • ePaym | Name on<br>Card          | Card  | I Number          | Card<br>Type | Address: 1809<br>Hunt<br>Email: aclen<br>Expiration<br>Date | Santa Monica<br>ersville, NC<br><u>nents@email.co</u><br>Card Billing<br>Address | <u>m</u><br>Email |                       | By                 |      | Delete    |