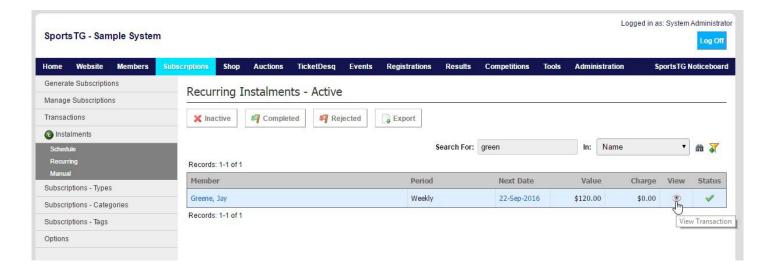# Updating a Credit Card for Recurring Instalments
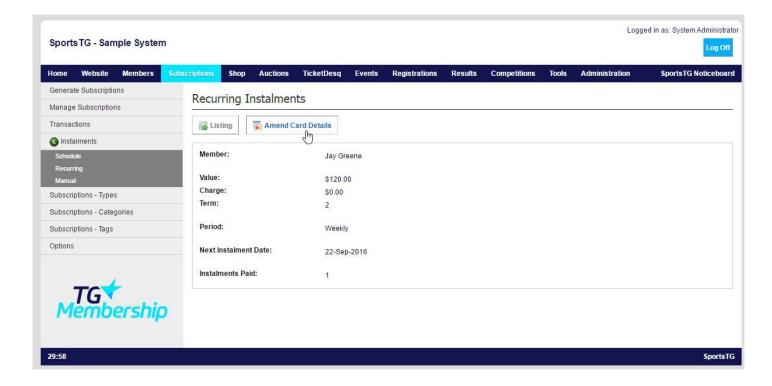
Last Modified on 19/09/2016 11:13 am AEST

Quick Steps: Subscriptions > Instalments > Recurring

1. Within the Management Console, select **Subscriptions** from the top menu,then **Instalments** from the left menu.

2. Select **Recurring** from the expanded left menu.

3. **Search** for the member you wish to update using their Last Name.

4. Click **View** next to the member's name

5. Then click **Amend Card Details**.

6. Enter the Card Number, Expiry Date and CCV number.

Please Note: You do not need to enter the card type as the system will automatically recognise this based on the number.

7. Click **Update Credit Card Details** to update the information.

Note: In updating the card details a $1.00 charge will be placed on the members card. After a period of 3 seconds this payment will then be reversed. Please be patient in waiting for this delay and ensure members are informed of the reversed charge. Once the charge/refund has gone through, all future payments will be taken from the new card.

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