<u>City of Stephenville – Update Payment Method Information</u>

- 1. Visit: MunicipalOnlinePayments.com/stephenvilletx.
- 2. In the top right-hand corner of the page, please select the "Sign In / Register" button

Sign In / Register

3. Once Logged in, go back to the top right-hand corner and select the circle with your initials in it to bring up the end user profile pop-up window.



4. On the pop-up window, please select the option labeled, "Payment Info"

 _	\$	8.		
	ode Webmaster ode.support@tylertec	:h.co	m	
Payment Info	Find Services	M	ly Ser	vices
	Profile	e	Sign	out

5. On the "Payment Info" page, you will see a list of all your active cards. On the right-hand side, you can select to edit specific existing credit card information or delete it completely. You can also even "star" your preferred credit card payment method for future payments.

Note Some payment methods (e.g. eCheck, Ma every site.	asterCard, Visa) may not b	e avai	lable i
VISA Visa1111	\$		Î
Mastercard5454	*	1	Î
//SA _{Visa9819}	☆	1	Î
Mastercard5454	\$	1	Î
Checking2345	\$	1	Î
Mastercard4444	\$	1	Î
//SA _{Visa0088}	\$	1	Î
Enter new Credit card			
C Enter new eCheck	Add payme	ent me	thod

**If you are removing your only saved credit card option and your account is set up on Auto-Pay, you must add a new payment method first, and update your scheduled Auto-pay payment information prior to deleting the saved credit card on file.

6. If you need to edit or update payment card information, please select the pencil on the right hand side. A pop-up window will appear that allows you to edit your credit card information.

.1111	Edit credit card	
rcard .	Card number	1
	**********1111	
9819	MM	
	05	
card .		
	_ YYYY	
ing	2023	
card .	- Cardholder name	
.0088	John Smith	3
	- Address	
wored	123 Test Street #300	
w eCh		
	- Billing ZIP code	
	12345	ia p
	12343	
	Cancel Save	