

How do I change the payment method on my instalment schedule?

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Overview

This article outlines the steps for a member to change their payment method for an existing instalment schedule within the Passport member profile portal.

The **member profile portal** is a personalised online portal where members can view their registrations, personal information, and payment details related to their involvement with sports organisations.

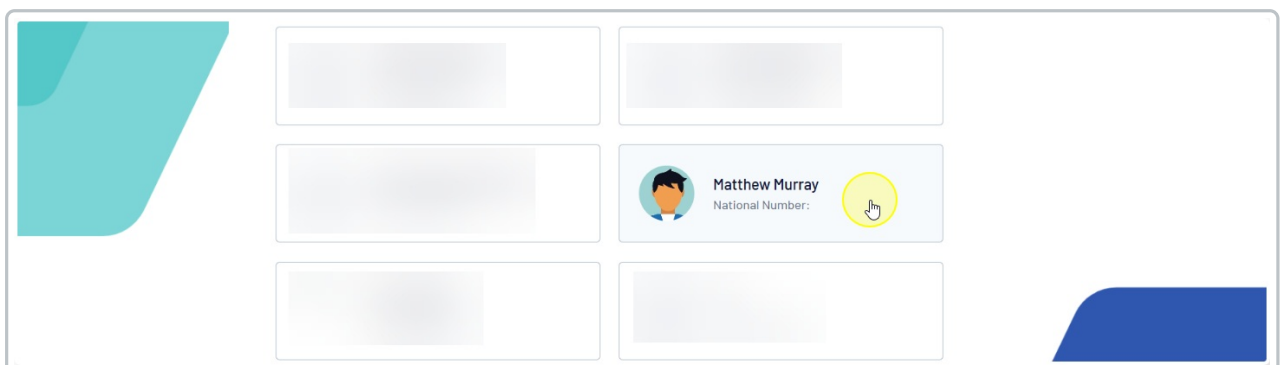
An **instalment schedule** refers to a payment plan that allows members to pay for memberships, event registrations, or other products in several smaller, pre-determined payments over a set period, rather than a single lump sum. This process enables members to update their payment details for future scheduled payments within these plans.

Step-by-Step

Step 1: Login to your Member Profile Portal

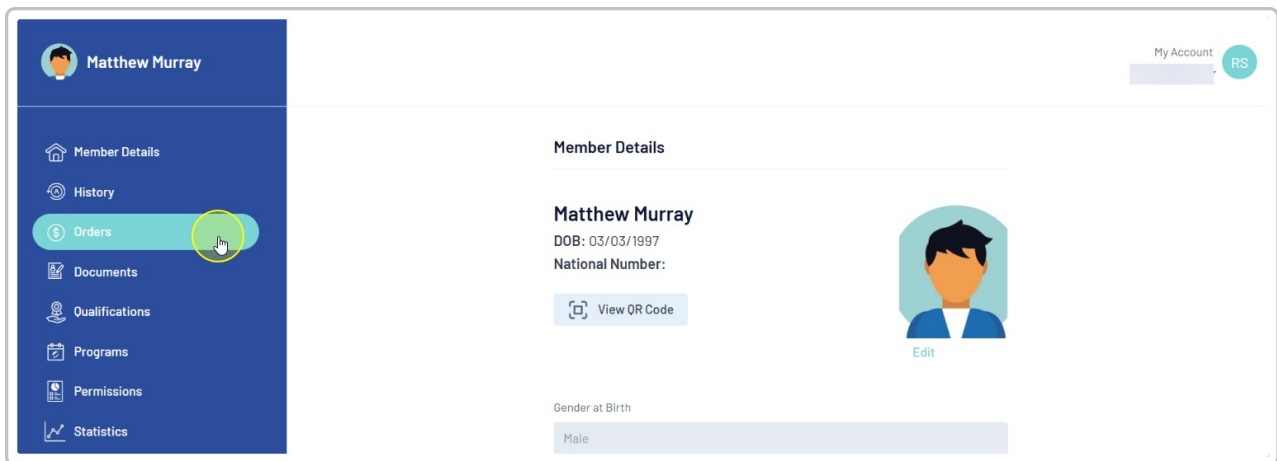
Use your Passport account to login to your sport's Member Profile Portal. You can find a list of all GameDay Member Profile Portals [here](#)

After logging in, a list of member profiles associated with your account will be displayed. Click on the specific member profile for which you wish to change the payment method



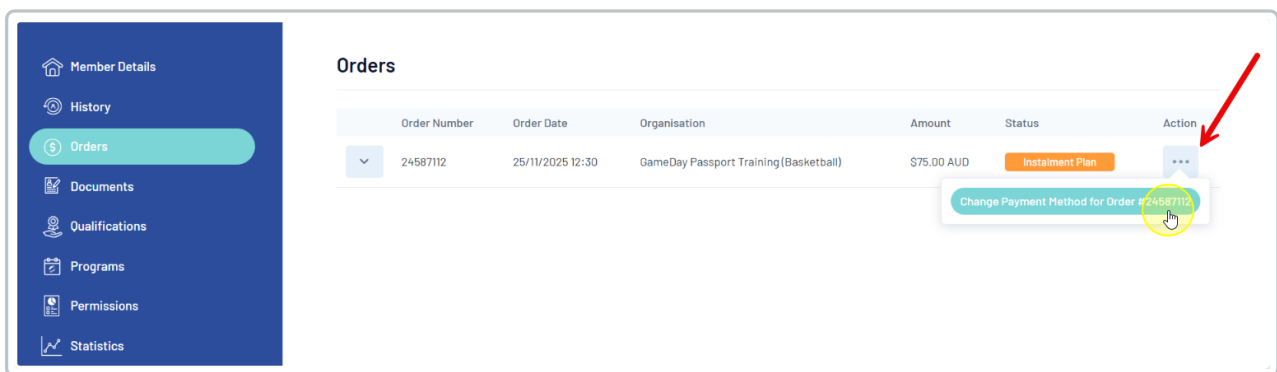
Step 2: Access Your Orders

Once you have selected the member profile, you will see a navigation menu on the left-hand side. Click **ORDERS** to see all orders associated with the selected member profile



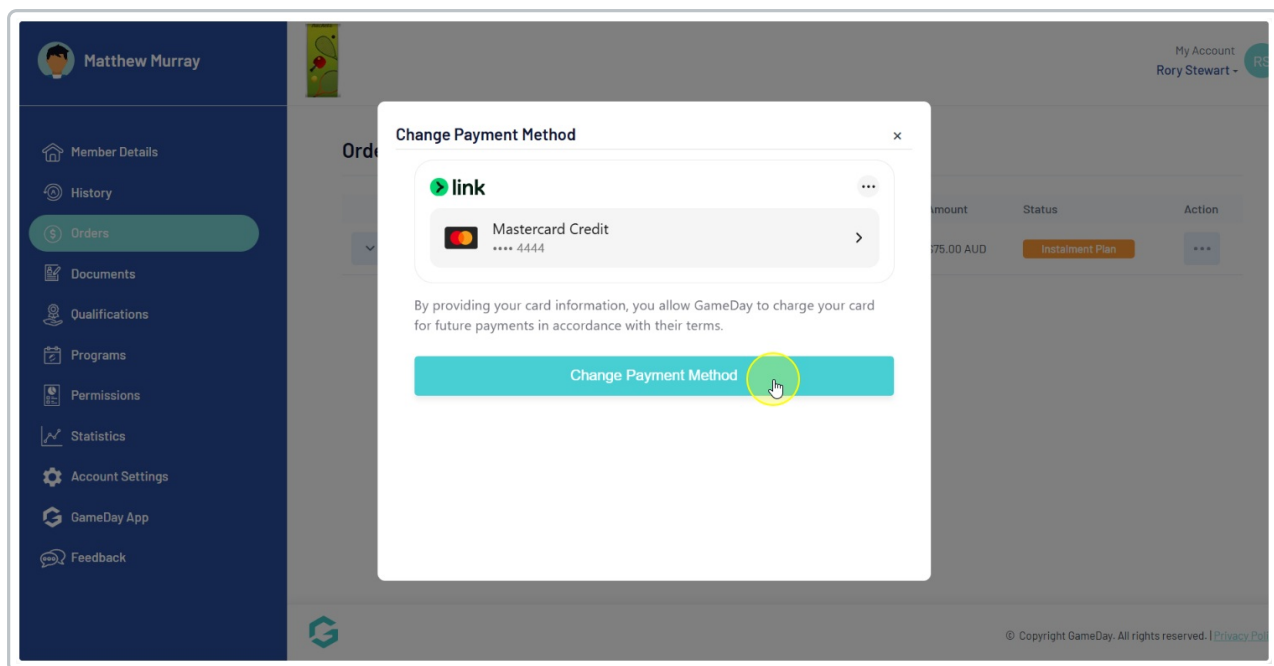
Step 3: Change Payment Method

Locate the order that contains the instalment schedule you wish to modify. Within the row for that order, find and click the **CHANGE PAYMENT METHOD** button



Step 4: Confirm your Change

Once the new payment details have been entered, click the **CHANGE PAYMENT METHOD** button at the bottom of the pop-up to save your changes.



A confirmation message will appear if your payment method was processed successfully. Any future payments as part of this instalment plan will now be charged to the newly updated payment method.