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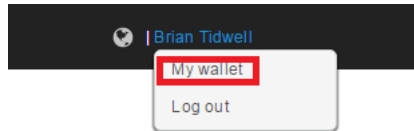
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## MY WALLET - ADD OR CHANGE PAYMENT INFORMATION IN SWIM PORTAL

Parents can add, change and set primary credit card information after logging into the Swim Portal. See the steps below.

- *Note: If you have unpaid balances on your account, you will need to view and pay these fees once you update your payment information. You will **NOT** be automatically charged for due items once you update your payment information.*
- *Note: To update your credit card used for monthly billing see [Edit Billing Info for Future Billing Schedule Payments](#)*

1. Sign in to [Swim Portal](#)
2. Click on your name on upper right side
3. Select My wallet



### INSTRUCTIONS

- *Note: You can also go this link to login to your wallet account <https://passport.active.com/page/account/wallet>*

4. For current payment information click EDIT to make changes or DELETE to remove

#### Credit or debit cards

VISA \*\*\*\* 4113 02/2020

**The Cool Card**

**Name on card** JOHN DOE

**Card number** VISA \*\*\*\* 4113

**Expiration date** 02/2020


**Billing address** 2405 Oak Manor #B  
Arlington, AK 76012  
United States

Make primary Delete Edit


5. Or click ADD A NEW PAYMENT METHOD

## Add a new payment method

Changes made to your payment methods will not affect orders you have already placed.



Credit card



eCheck or EUDD

6. Enter the required payment information

Credit Card:



### Add a new credit card

#### Payment Information

We accept the following card types:



Name on card \*

Card number \*

Expiration date \*  /

#### Billing address

First name \*

Last name \*

Country \*

#### Payment alias [?](#)

Alias

eCheck or EUDD:

## Add A New Electronic Check or EUDD

### Payment information

Payment type \*  Electronic check  
 EUDD [?](#)

Name on account \*

Routing number \*

Account number \*

Account type \*  Personal checking  
 Business checking  
 Personal savings  
 Business savings

[Where to find my Routing numbers and Account numbers?](#)

### Billing address

First name \*

Last name \*

Country \*

### Payment alias [?](#)

Alias

Cancel

Add to my wallet


7. Click Add to my wallet

8. To set card as your primary payment method click Make Primary

- Note: Primary cards are used to be billed automatically for miscellaneous fees and meet entry fees. They are not related to the card used for auto-billing on billing schedules.*

### Credit or debit cards

VISA \*\*\*\* 4113 02/2020 [^](#)

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**Card number** VISA \*\*\*\* 4113

**Expiration date** 02/2020

**Billing address** 2405 Oak Manor #B  
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**Make primary** **Delete** **Edit**

Was this information helpful?

YES

NO

