

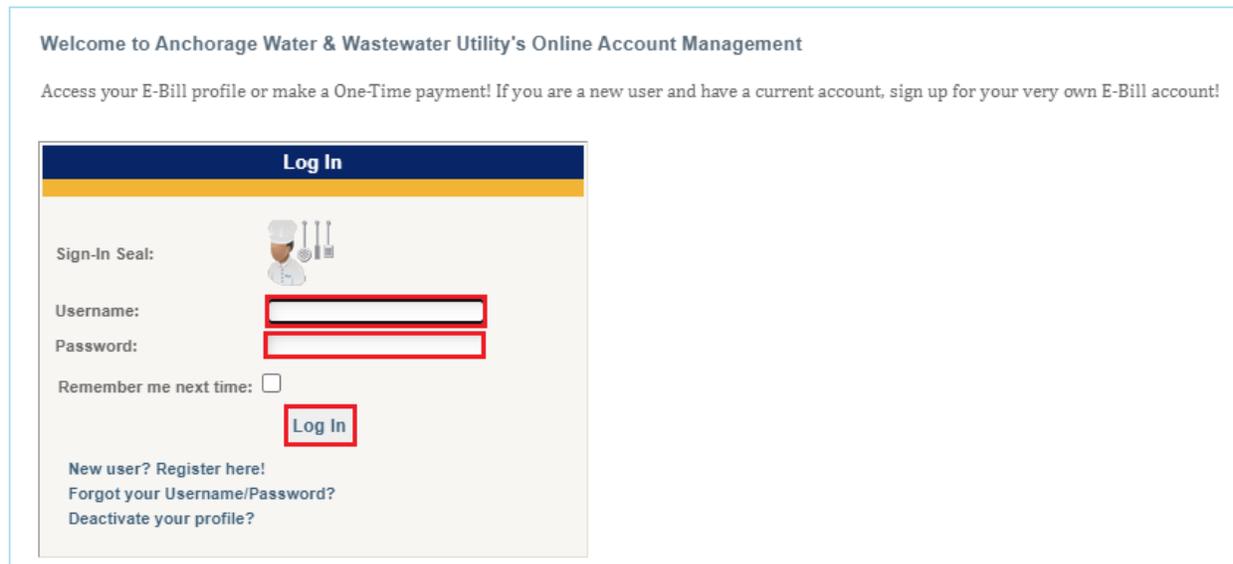
Update Your Credit Card Online

Steps to update Auto Pay (credit card):

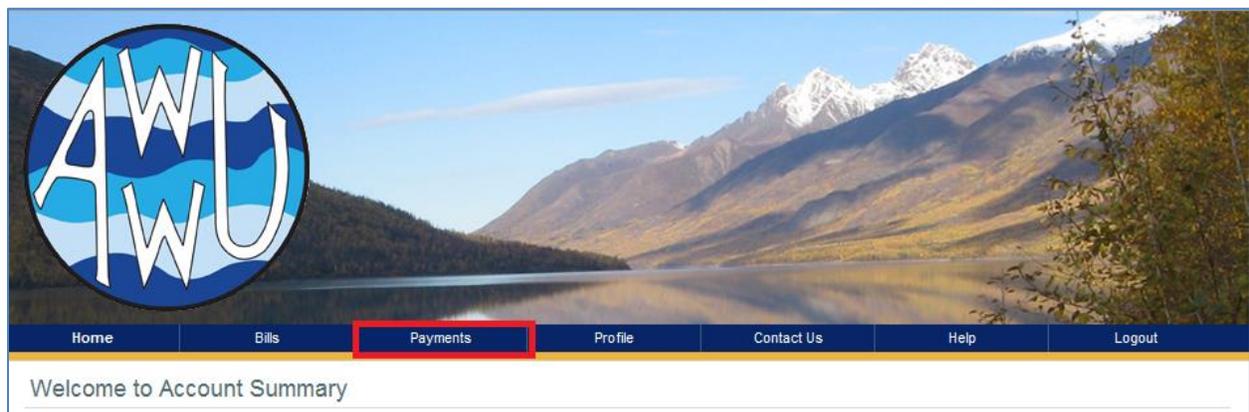
- Access your online account at our secure website, www.awwu.biz, by clicking on **Pay/Login**.



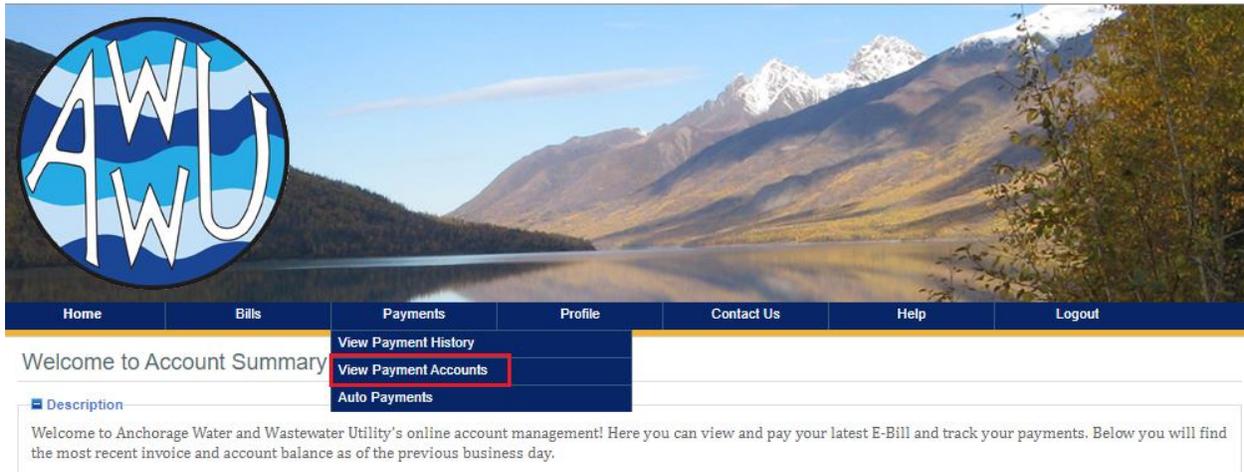
- Enter your unique **Username** and **Password**



- To update credit card number or change credit card expiration date, hover over **Payments** tab



- Click *View Payment Accounts*



- Click *Edit*
 - ❖ Note: do not click Delete as this would break connection with Auto Pay

Bank Accounts

Nickname	Bank Account Number	Routing Number	Type	Action
No Bank Accounts Found.				
Add Bank Account				

Credit Cards

Nickname	Card Number	Type	Expiration	Action
✓ DECEMBER-2022		Visa		Edit Delete
Add Credit Card				

- *Edit Credit Card* screen will appear. Update *Credit Card Number* field or/and *Expiration Date* by typing the information over the existing data
- Enter *Description*. Example- “Update Credit Card information” or ” New Credit Card number”.
- Click *Submit*

Credit Card Account Information

Account Nickname:

First Name:

Last Name:

Credit Card Number:

Card Type:

Expiration Date: (mm/yy)

Zip/Postal Code:

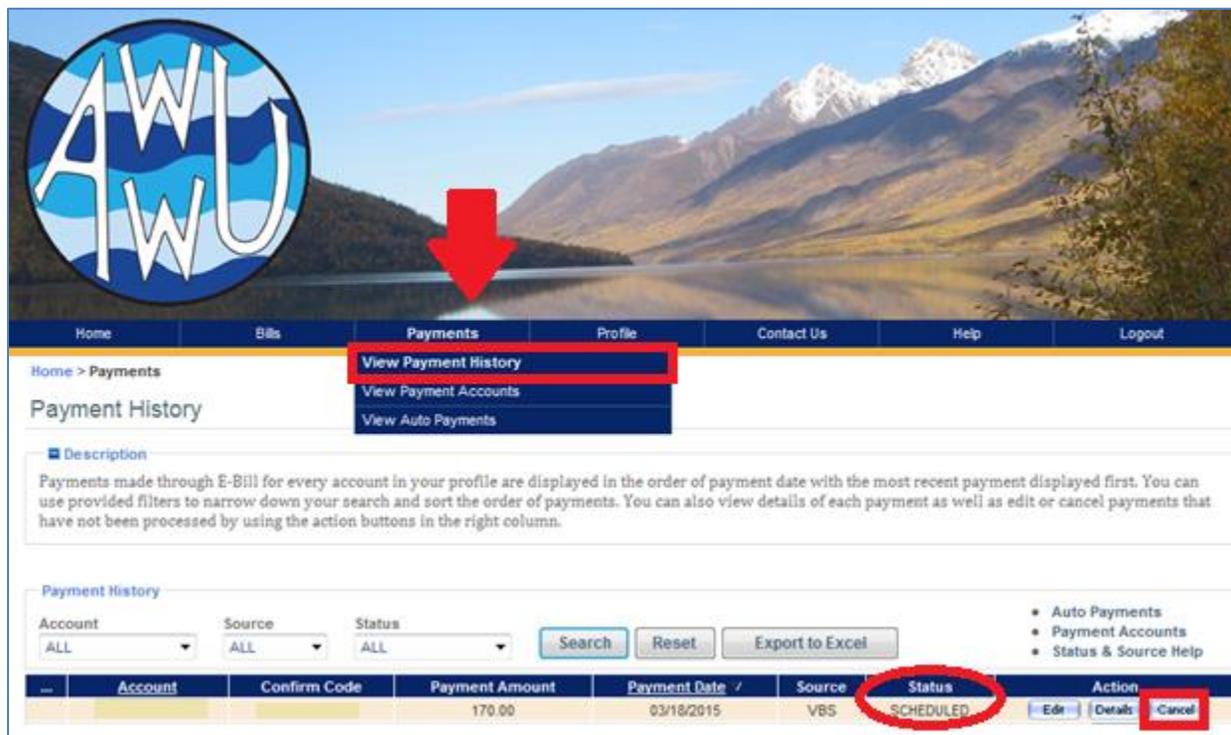
Description (max 80 chars):

Supported Credit Cards

Changes made to the payment method will not be applied to a scheduled payment.

You may cancel a payment if it is in *Scheduled* status, therefore, it has not been processed.

- Hover over *Payments* tab
- Click *View Payment History*
- Click *Cancel* if you would like to cancel a payment.



If you would like to make a one-time payment using new/updated payment method:

- Hover over **Home** tab and click on the **View Home Page**.
- Click **View/Pay Bill** and follow prompts to submit a payment.

