

Tarentum Borough – Update Payment Method Information

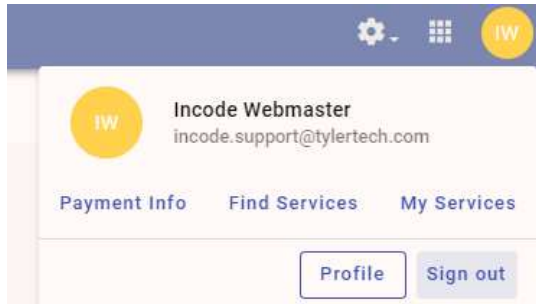
1. Visit: MunicipalOnlinePayments.com/tarentumboroughpa.
2. In the top right-hand corner of the page, please select the “Sign In / Register” button



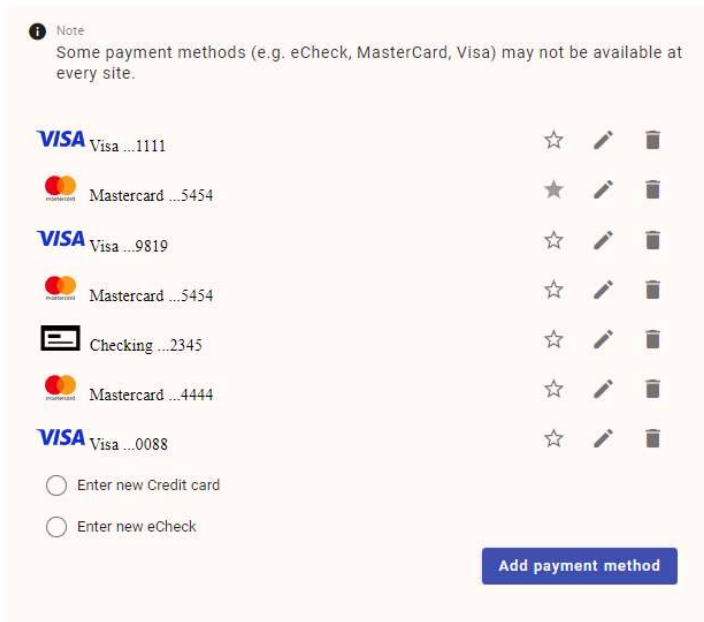
3. Once Logged in, go back to the top right-hand corner and select the circle with your initials in it to bring up the end user profile pop-up window.



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

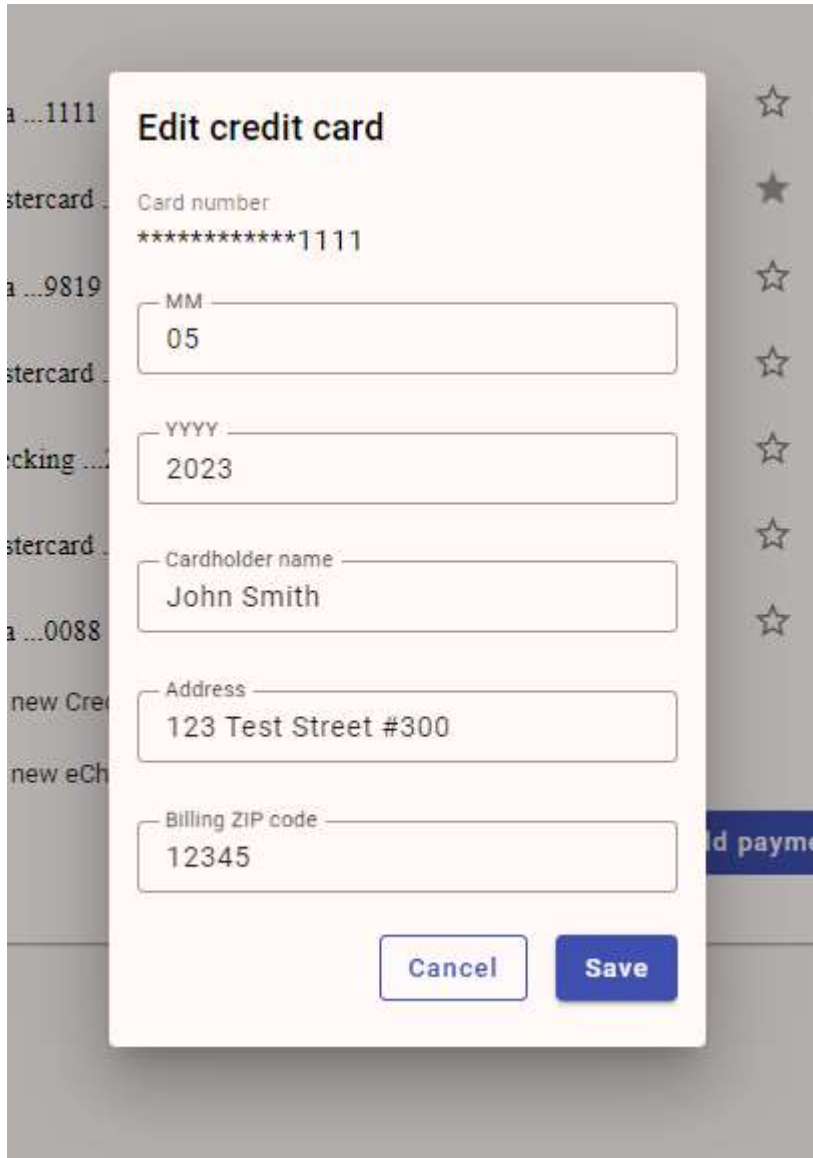


5. On the “Payment Info” page, you will see a list of all your active cards. On the right-hand side, you can select to edit specific existing credit card information or delete it completely. You can also even “star” your preferred credit card payment method for future payments.



****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.



The image shows a screenshot of a web application interface. A pop-up window titled "Edit credit card" is centered on the screen. The background is dimmed and shows a list of credit cards with star icons on the right. The pop-up form contains the following fields:

- Card number:** A text field containing "*****1111".
- MM:** A text field containing "05".
- YYYY:** A text field containing "2023".
- Cardholder name:** A text field containing "John Smith".
- Address:** A text field containing "123 Test Street #300".
- Billing ZIP code:** A text field containing "12345".

At the bottom of the pop-up, there are two buttons: "Cancel" (white with a grey border) and "Save" (solid blue).