

# Update Credit Card Information

If you use a credit card to give, you may need to change your credit card information in Access ACS when your credit card expires or you receive a new card.

## To update your credit card information

1. Point to **Home**, then click **My Account**.
2. Click the **Manage Payment Methods** tab.
3. Locate the credit card you want to edit, then click **Edit**.
4. Make the necessary changes, then click **Submit Changes**.
5. To view all recurring gifts for the credit card, click the **Manage Recurring Gifts** link.
6. To reactivate scheduled giving, locate the **Giving Schedules - On Hold** section. In the **Actions** column, click **Activate** for each inactive schedule.

## Related Topics

[Manage Payment Methods](#)

[View My Scheduled Giving](#)

[Giving for Members and Attendees](#)