**ADDING A CREDIT CARD FOR PAYMENTS**

1. Click the “Check Out” button at the bottom of the “Cart” screen.

2. Click the orange “Add New Credit Card” link.
   - Note: You cannot change or delete this information out until the next time you pay for an event or enrollment.

3. Enter billing first name, last name, address, city, state, zip, email, credit card type, credit card number and credit card expiration date.

4. Click the “Add Credit Card” button at the bottom of the screen.
5. Check the credit card information that was entered for accuracy.
6. Click the Mastercard/Visa button.
7. Click the “Select Payment Method” button.

The credit card will NOT be charged until the event coordinator approves the registration or the county offices approves the enrollment. All events are approved by the person in charge of the event. The contact information on the event can be found on the Texas 4-H Calendar of events at: http://texas4-h.tamu.edu/calendar