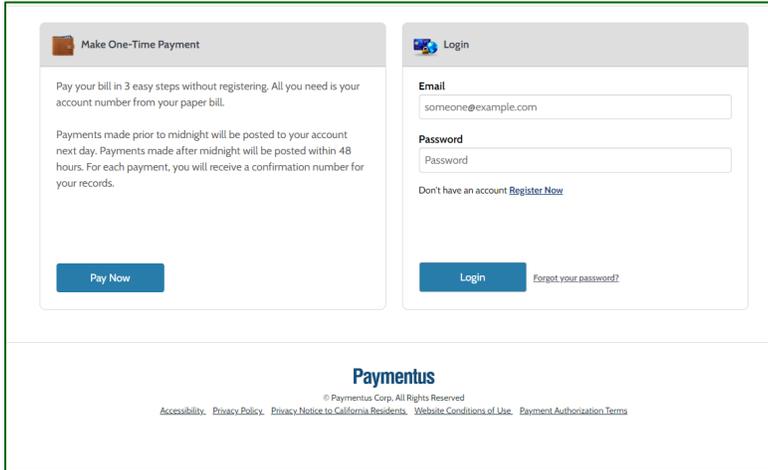


## How To Update a Credit Card

- Visit [fourpointsinsurance.ca/payment](https://fourpointsinsurance.ca/payment)
- Log into your account.

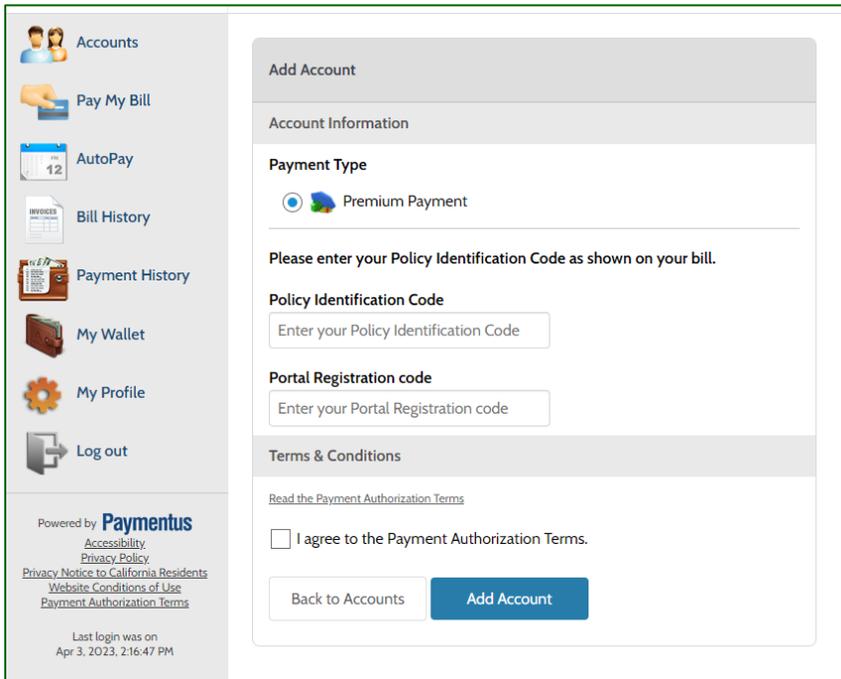


The screenshot shows two main sections on the Paymentus website:

- Make One-Time Payment:** A section with a heading and a 'Pay Now' button. The text below the heading reads: "Pay your bill in 3 easy steps without registering. All you need is your account number from your paper bill." and "Payments made prior to midnight will be posted to your account next day. Payments made after midnight will be posted within 48 hours. For each payment, you will receive a confirmation number for your records."
- Login:** A section with a heading and a 'Login' button. It includes input fields for 'Email' (with the placeholder 'someone@example.com') and 'Password'. Below the password field is a link for 'Forgot your password?'. A note at the bottom says "Don't have an account [Register Now](#)".

At the bottom of the page, the 'Paymentus' logo is displayed, along with copyright information: "© Paymentus Corp. All Rights Reserved" and several links: "Accessibility", "Privacy Policy", "Privacy Notice to California Residents", "Website Conditions of Use", and "Payment Authorization Terms".

- Choose “My Wallet” from the menu

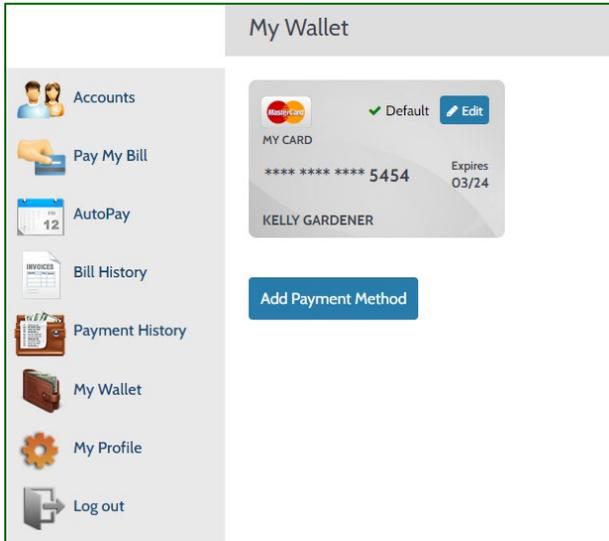


The screenshot shows the 'My Wallet' section of the Paymentus website. On the left is a navigation menu with icons and labels for: Accounts, Pay My Bill, AutoPay, Bill History, Payment History, My Wallet (highlighted), My Profile, and Log out. Below the menu, it says "Powered by Paymentus" and lists links for "Accessibility", "Privacy Policy", "Privacy Notice to California Residents", "Website Conditions of Use", and "Payment Authorization Terms". It also shows "Last login was on Apr 3, 2023, 2:16:47 PM".

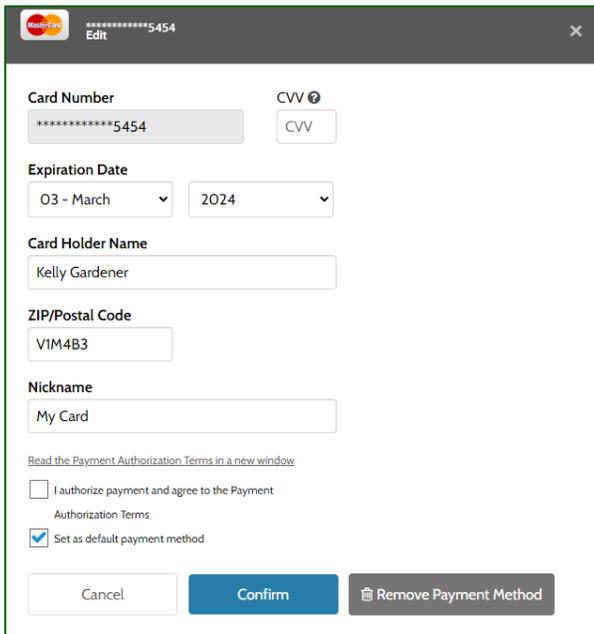
The main content area is titled "Add Account" and contains the following sections:

- Account Information:** A section header.
- Payment Type:** A section with a radio button selected for "Premium Payment".
- Please enter your Policy Identification Code as shown on your bill.** A heading for the next section.
- Policy Identification Code:** An input field with the placeholder text "Enter your Policy Identification Code".
- Portal Registration code:** An input field with the placeholder text "Enter your Portal Registration code".
- Terms & Conditions:** A section header with a link to "Read the Payment Authorization Terms".
- I agree to the Payment Authorization Terms:** A checkbox that is currently unchecked.
- Buttons:** Two buttons at the bottom: "Back to Accounts" and "Add Account".

- Select the “edit” button



- The card detail window will open for editing.



- Enter the CVW #, set new expiration dates, check the box to authorize, and click Confirm.

Note: if a change to the credit card number is required, click Add Payment Method and complete the fields.