

Title: How Add/Delete Credit Card Information on the WPS Website

Description: Instructions on how to add/delete your credit card information for your WPS Account on the WPS Website.

Instructions

4.

- 1. Go to the WPS Website at <u>https://www.wpspublish.com.</u>
- 2. Log into your account
- 3. Click on **My Account** in the upper right-hand corner of the page.

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5. Click on **Add A Payment Profile** or the **Delete** button. You cannot edit an existing Payment Profile.

Payment Profiles	ADD	ADD A PAYMENT PROFILE			
LAST 4 DIGITS	EXPIRATION DATE 2021-03	CARD TYPE AmericanExpress	NAME ON CARD		DELETE

6. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.