1. Visit the **Payment Information** section
2. Click the **Edit** button at the far right of the Payment Type you need to edit

3. To inactivate ACH select **No**, then **Save Changes**

4. Click **Add Payment Information** to add a new Payment Type and follow the prompts

NOTE: If you are adding a Check payment type, make certain the address being used in this box is correct for sending checks. If you need to review or update the remittance address, visit the **Addresses** section, then return to **Payment Information** to link the new remittance address to the new Check payment type.

5. You will see that Check is now the active payment type