



Self-Booking Tool (SBT) Tutorial: Change a Default Charge Card During the Reservation Process

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Overview

This document outlines the process for changing a default credit card during the booking process. The recommended process is to change the default credit card within your profile prior to making a new reservation. The process to change a default form of payment during the booking process will only work if a default form of payment is already selected within the traveler's profile.

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Required Payment Methods

Each institution is responsible for determining required payment methods that best meet the needs of their institution. Please refer to your specific policy when selecting your method of payment for air, car, or hotel reservations.

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User Steps

- Proceed with the air reservation from the Travel Home Page.
 - Add the departing and arriving airports, dates, and times.
- Air Search Results page.
 - Locate the traveler's preferred flights.
 - Click the **Select** button to continue.
 - Click **Ok** to acknowledge it is a non-refundable ticket, *if applicable*.
- 'Review and Reserve Flight' screen will appear.
 - Choose the desired credit card from the dropdown list, or click **Add credit card** to add a new one.

REVIEW PRICE SUMMARY

| Description | Fare | Taxes and Fees | Charges |
|-------------|----------|----------------|----------|
| Airfare | \$382.89 | \$56.92 | \$439.81 |

Total Estimated Cost : \$439.81 USD

Total Due Now: \$439.81 USD

SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card. ▼

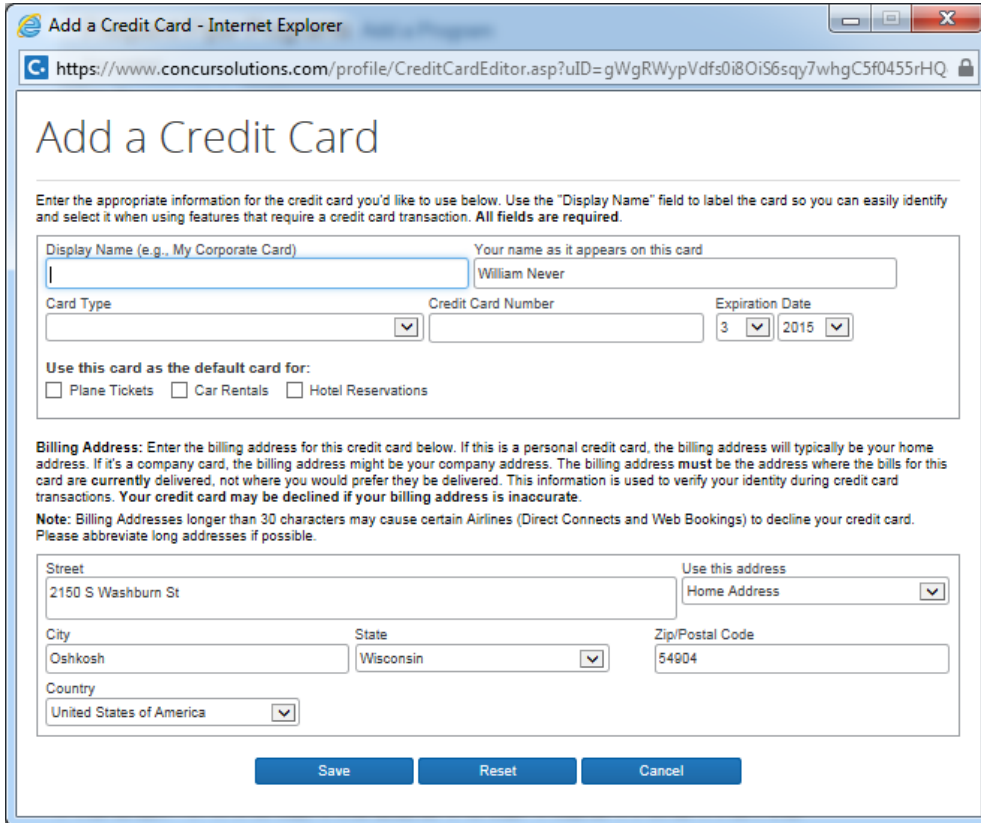
Add credit card

* Indicates credit card is a company card

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Add a Credit Card

- If you've chose to add a credit card, the following screen will appear.



- Enter the appropriate credit card information
- The check boxes within the 'Add a Credit Card' screen allow the user to change the default form of payment within the traveler's profile. If the check boxes are not checked, the new form of payment will only apply to this reservation.
- Click **Save** and select the newly added credit card from the dropdown list.
- Click **Reserve Flight and Continue** to continue with the reservation.

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