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.

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.

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

Add a Credit Card

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

![Add a Credit Card Interface]

- 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.