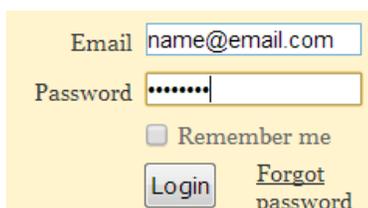


## How to Change Your NFPA Credit Card Payment Information

The steps below allow a Friend of NFPA or a regular NFPA member with automatic renewal to update the credit card that will be charged for their membership.

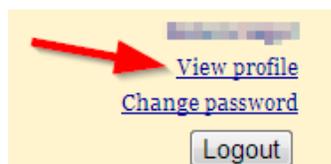
Note: these steps must be performed by the member. NFPA staff cannot update credit card numbers directly, unless they login as that member. If you need assistance, please contact NFPA at 800-557-5238 or [info@nfpaonline.org](mailto:info@nfpaonline.org).

1. Login to the NFPA website at <http://nfpaonline.org>. Enter your email address and password in the upper-right. If you don't know your password, click the **Forgot Password** link.

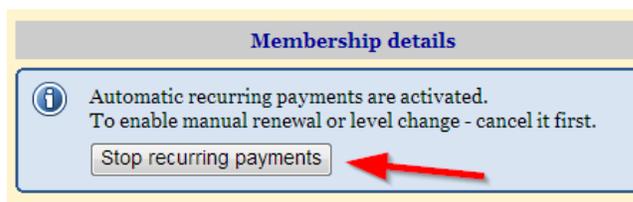


A screenshot of the NFPA login form. It features two input fields: 'Email' with the placeholder 'name@email.com' and 'Password' with a masked password '.....'. Below the password field is a checkbox labeled 'Remember me'. At the bottom are two buttons: 'Login' and a link labeled 'Forgot password'.

2. When logged in, click the **View Profile** link in the upper-right.



3. You are now viewing the **My profile** page.
4. If your membership is still current you will see a blue box with a **Stop recurring payments** button. Click that button to remove your old credit card information. If you don't see the **Stop recurring payments** button, then go to the next step.



5. You now see a button **Renew until (date)**. Click that button to update your contact and billing information. Your membership will be renewed or extended to the date on the button. If you don't see a Renew button, click the **Change membership level** button to select a membership level.

**Membership details**

Membership level **Friend of NFPA - Advocate Member**

Subscription period: Monthly  
Automatic renewal (recurring payment)

Membership status **Active**

Member since 30 Sep 2009

Renewal due on 28 Jan 2014

6. Review your contact info and update as needed. Then click **Update and next**.
7. On the next screen, click the **Confirm** button.
8. On the next screen, click the **Pay recurring invoice** button.

Date	Transaction	Balance due
28 Dec 2013	<a href="#">Invoice #03626</a> Member renewal Friend of NFPA - Advocate Member	<b>\$15.00</b>

If you have a balance due, payment can be made by several methods. 1. Pay online with Visa, MasterCard...

9. On the next screen, click the **Pay online** button.

**Invoice #04914**

**Balance due: \$15.00 (recurring)**

If you have a balance due, payment can be made by several methods.

1. Pay online with Visa, MasterCard, Discover, or American Express.
2. Call NFPA at 800-557-5238 and provide us your credit card number.
3. Mail a check made out to "NFPA" to:
  - National Foster Parent Assoc
  - 2021 East Hennepin Ave #320
  - Minneapolis, MN 55413-1769
 Please include your email address on the check so we can match your payment to your account.

Recurring charges will be billed automatically starting on 28 Jan 2015 and

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**Invoice details**

**Balance due \$15.00**

Amount \$15.00

Invoice # 04914

Date 30 Nov 2014

Origin [Member renewal](#)  
Friend of NFPA - Advocate Member

10. You can now enter your new credit card information and click the **Pay** button.
11. Finally, you should see a Payment successful screen.

Your credit card information is now updated and your membership is renewed. If you need further assistance, please contact NFPA at 800-557-5238 or [info@nfpaonline.org](mailto:info@nfpaonline.org).