

Editing a payment online

1. Go to utahyouthsoccer.net. Click on Member Login at the top right corner.



2. Login using your username and password

Select the player that needs their payment updated and click on the view Payments link:



3. Click on the edit payment link

Payments for Imon Fire

Season	Organization	App. Type	Payments
Fall/Spring 2016-2017	Sparta United Soccer Club	Player	Edit Payment
Fall/Spring 2015/2016	League 17 - 01	Player	Create Order
Fall/Spring 2014-2015	League 17 - 01	Player	Create Order
Fall/Spring 2011-2012	League 17 - 01	Player	N/A

Close

4. Check each payment in the payment plan that was set up for you.

To update existing payment plan payment: click the checkbox(s) of payment(s) to enter new payment information, then click continue. Total updating payment amount will show in the next page.

Status	Order #: 2-2692096 Order Date: 6/22/2016 9:21:46 AM	Status: Open Status Reason: New Order
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Payments	Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order	
	Check	Single	123	/	Paid	89.00	0.00	89.00	
<input checked="" type="checkbox"/>	Check	Plan #1	07/15/2016 tbd	/	Open	215.00	0.00	0.00	
<input checked="" type="checkbox"/>	Check	Plan #2	08/15/2016 tbd	/	Open	215.00	0.00	0.00	
<input checked="" type="checkbox"/>	Check	Plan #3	09/15/2016 tbd	/	Open	215.00	0.00	0.00	
<input checked="" type="checkbox"/>	Check	Plan #4	10/15/2016 tbd	/	Open	215.00	0.00	0.00	
<input checked="" type="checkbox"/>	Check	Plan #5	11/15/2016 tbd	/	Open	215.00	0.00	0.00	
	Applied Total:						0.00	89.00	

Items Ordered	Product	Promo Code	Qty	Price
<input checked="" type="checkbox"/>	Imon Fire, Club Fee, Under 19 ,Premier -		1	1,050.00
<input checked="" type="checkbox"/>	Imon Fire, CO-OP Fee, Under 19 ,Premier -		1	5.00
<input checked="" type="checkbox"/>	Imon Fire, Legacy Field Project, Under 19 ,Competitive		1	40.00
<input checked="" type="checkbox"/>	Imon Fire, Payment Processing Fee		1	25.00
<input checked="" type="checkbox"/>	Imon Fire, Registration Fee, Under 19 ,Premier -		1	3.00
<input checked="" type="checkbox"/>	Imon Fire, UYSA Registration Fee, Under 19 ,Competitive		1	11.00
<input checked="" type="checkbox"/>	Imon Fire, UYSA State League Fee, Under 19 ,Competitive		1	30.00

7 item(s) totaling: 1.164.00

5. Select you method of payment:

Payment Method*

- Choose One
- Discover
- Mastercard
- Visa

6. Enter the card information and address and billing information, and select continue.

Order Total: 1,164.00
Total Due: 1,075.00

Payment Method* Discover	Billing Address 1* 445 Hickory Ave
Name as it appears on Credit Card*	Address 2
Discover #*	Country* United States of America
Expiration Month / Year* Select Month ---- Select Year ----	City* State/Province Zip/Postal Code* Sandy UT 84092
Card Verification Number* 	Billing Phone No* (801) 555-7474

(On the back of your card, locate the final 3 digit number)
Help finding Card Verification Number | Using Amex?

continue >>

7. Then click on the submit payment tab. As long as you checked the boxes next to the payment plan, all that will happen is that your payments will be authorized. They will run on the dates indicated in the plan. The last page is very confusing and I am trying to get Affinity to fix it.