How to Change or Delete a Saved Payment Method

Use these steps to add a new card or bank account, change which one is your default, or remove one you no longer want on file.

> **Look for the orange box** in each picture. It shows exactly where to click.

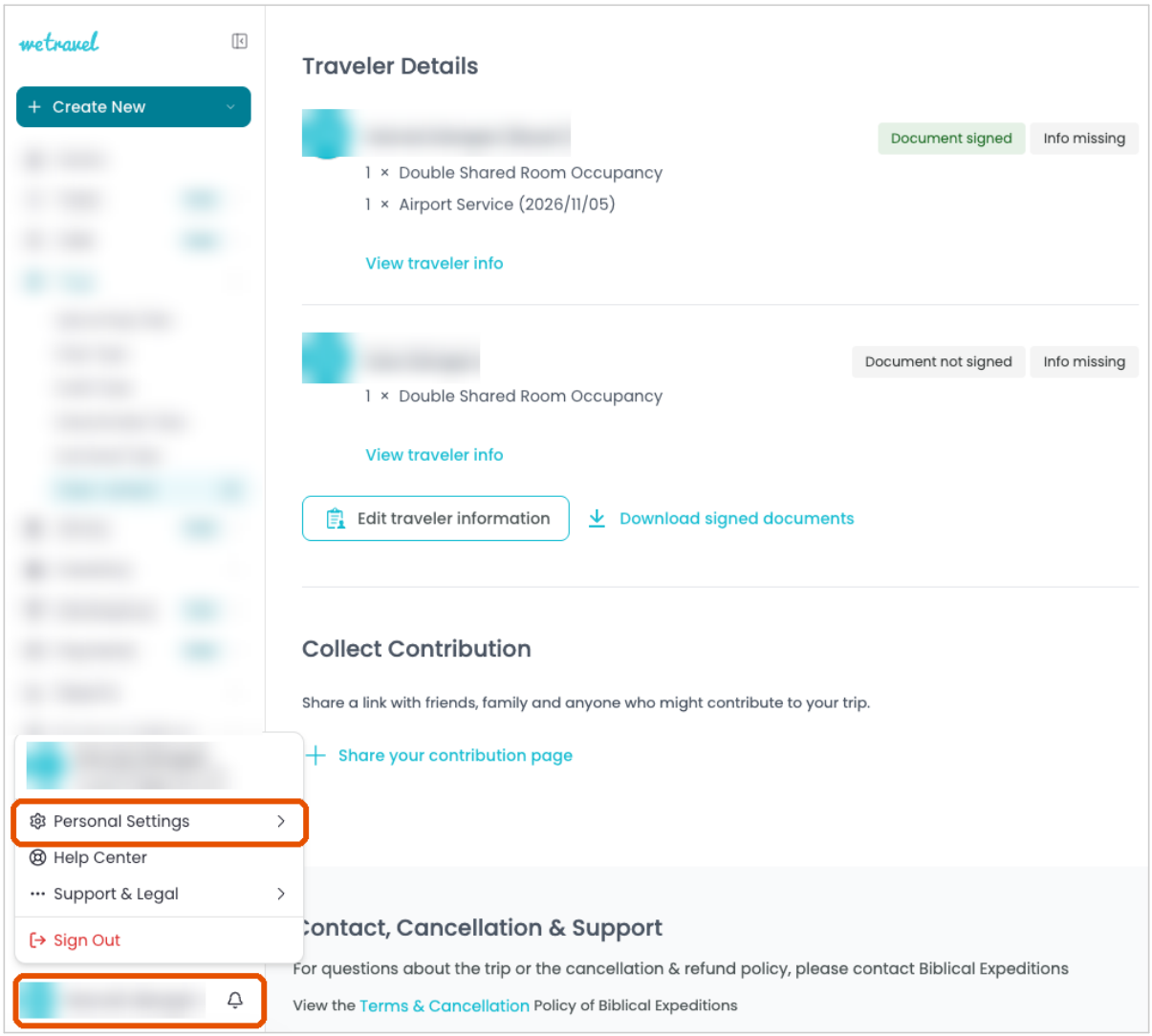
Step 1: Sign in to WeTravel

Go to **wetravel.com** and click **Sign In** at the top right. Enter the **email address of the person who registered for the trip** (the booking party) and click **Next**. Then follow the prompts to finish signing in, using your password or the code WeTravel emails you. If that email is a Gmail address, you can also click **Continue with Google**.

> **Your username is always the email used to register.** The person who booked is the booking party, and everyone on that booking is managed from their account. If someone else registered you, sign in with **their** email address, or ask them to complete this step for you. Can't remember which email was used? Check for your WeTravel booking confirmation email, or call our office.

Step 2: Open your account menu

Once you're signed in, click **your name** at the bottom left of the screen. In the menu that opens, click **Personal Settings**.



Step 3: Click "Payment Settings"

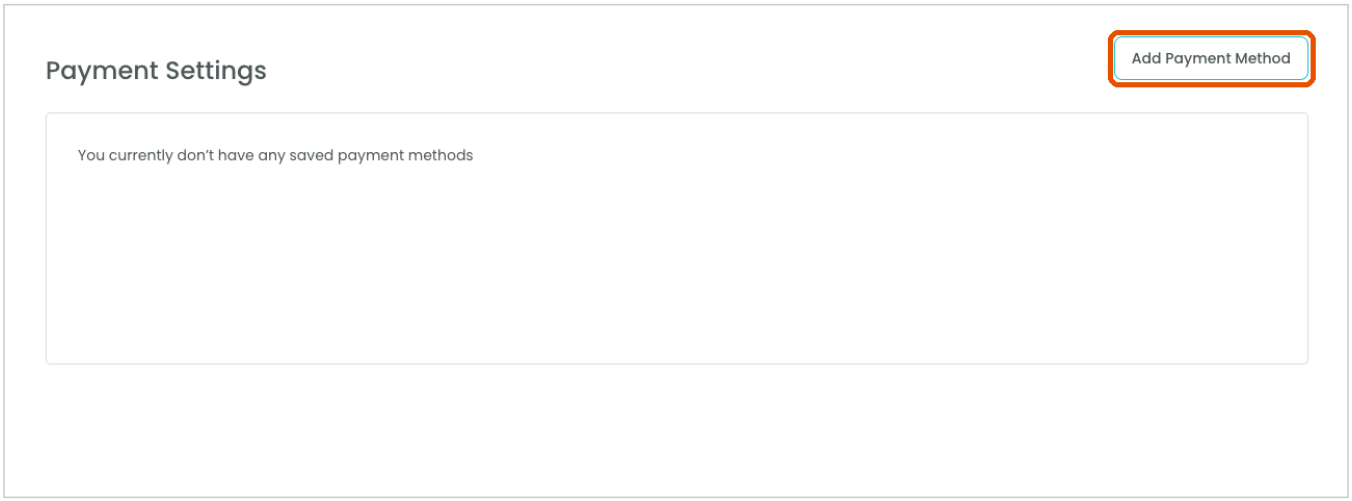
A small menu opens next to Personal Settings with **Profile**, **Notifications**, **Payment Settings** and **Your Privacy Choices**. Click **Payment Settings**.

Your saved payment methods are listed here. WeTravel saves your payment method automatically when you pay your deposit, unless you unchecked the save box during registration. Most travelers will see at least one card or bank account on this page.

Step 4: Change or delete a saved payment method

Find the card or bank account you want to change and click the **three dots ()** next to it. From there you can:

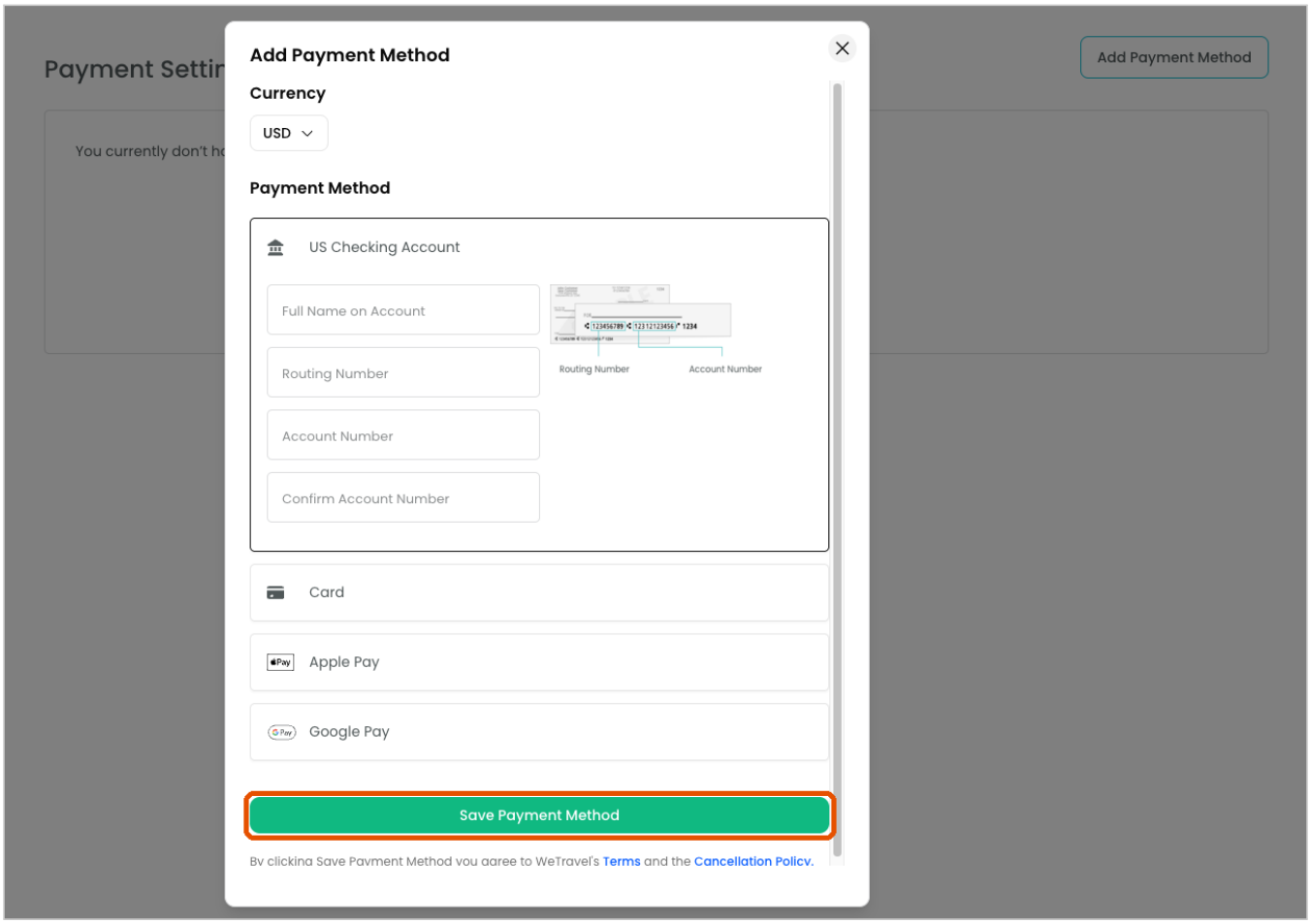
- **Make it your default** so future payments use this method.
- **Delete it** to remove it from your account.



If your page says **"You currently don't have any saved payment methods"** like the example above, there's nothing on file. You can add one in the next step, or simply enter your details each time you make a payment.

Step 5: Add a new payment method (optional)

Click **Add Payment Method** at the top right. Choose **US Checking Account**, **Card**, **Apple Pay** or **Google Pay**, enter your details, and click **Save Payment Method**.



Replacing a card? Add the new one first, set it as your default using the three dots, then delete the old one. That way your upcoming payments always have a method on file.

Still stuck? Reply to your trip emails or call our office at 417.408.8511 and we'll walk you through it.