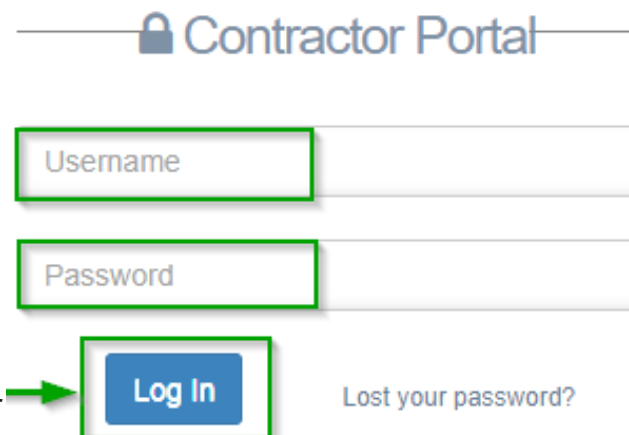


Actualizar La Información de Pago

Paso #1:

Inicie una sesión en el portal de contratista en <https://ywp-portal.com>.

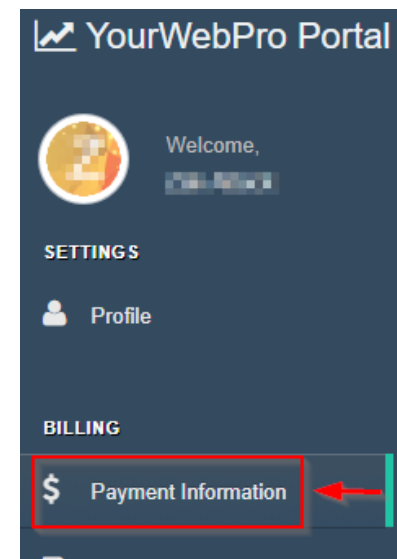
Si tiene problemas iniciando la sesión, consulte las instrucciones de "Restablecimiento de su contraseña" O contacte atención al cliente al (866) 414-5775 ext. 400 para obtener ayuda.



The screenshot shows the Contractor Portal login page. It features a lock icon and the text "Contractor Portal". Below this are two input fields: "Username" and "Password", both highlighted with green boxes. A blue "Log In" button is also highlighted with a green box, with a green arrow pointing to it from the text below. To the right of the "Log In" button is a link that says "Lost your password?".

Paso #2:

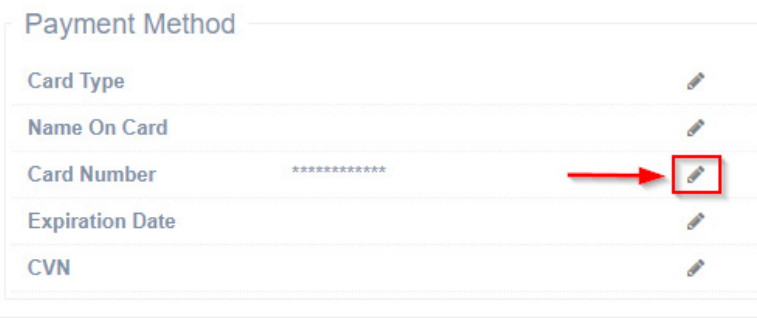
Cuando haya iniciado la sesión en el portal de contratista, haga clic en "Información de pago", dentro del menú en la mano izquierda.



The screenshot shows the user menu in the YourWebPro Portal. At the top, it says "YourWebPro Portal" with a checkmark icon. Below that is a circular profile picture and the text "Welcome, [Name]". There are three main menu sections: "SETTINGS" with a "Profile" link, "BILLING" with a "Payment Information" link highlighted by a red box and a red arrow, and a "Logout" link at the bottom.

Paso #3:

Haga clic en Editar Iconos para actualizar su tipo de tarjeta, su nombre, su número de tarjeta, la fecha de vencimiento, y el código CVN



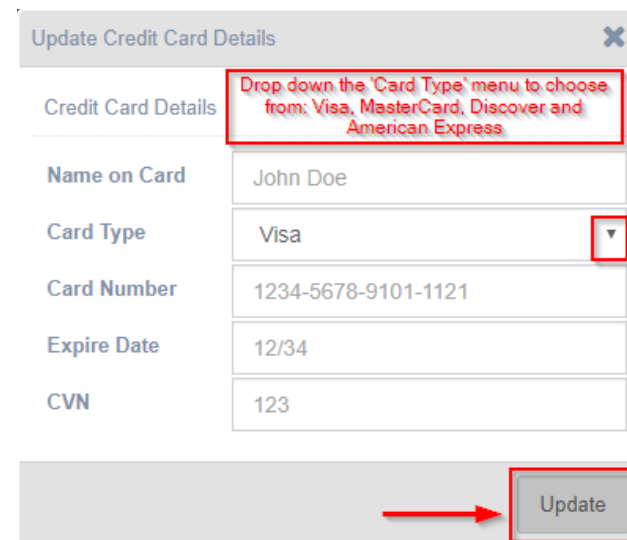
The screenshot shows the "Payment Method" section of the user profile. It lists several fields: "Card Type", "Name On Card", "Card Number", "Expiration Date", and "CVN". Each field has an edit icon (a pencil) to its right. A red box highlights the edit icon for the "Card Number" field, with a red arrow pointing to it.

Paso #4:

Ingrese los cambios de tarjeta necesarios y haga clic en actualizar.

Si está cambiando el tipo de tarjeta, utilice el menú desplegable para elegir entre Visa, MasterCard, Discovery, o American Express.

Si desea agregar una tarjeta de crédito secundaria, por favor llame al servicio del cliente al (866) 414-5775 ext. 230



The screenshot shows the "Update Credit Card Details" form. It has a title bar with a close button. The form contains several fields: "Credit Card Details" (with a red box around it containing the text "Drop down the 'Card Type' menu to choose from: Visa, MasterCard, Discover and American Express."), "Name on Card" (John Doe), "Card Type" (a dropdown menu with "Visa" selected and a red box around the dropdown arrow), "Card Number" (1234-5678-9101-1121), "Expire Date" (12/34), and "CVN" (123). At the bottom right, there is a red box around the "Update" button, with a red arrow pointing to it.