

# How can I split payment for the same fee on two credit cards?

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1. Make sure you are viewing the correct family and that the family has more than one card saved to their *Billing Info* tab.
  2. Click the family's **Payment/Credit** button.
  3. In the *Payment* field, enter the amount to be charged and apply it to the appropriate fee.
  4. Click **Use Card/Acct on File**.
  5. Select the card you want to process.
  6. Verify that the *Payment Amount* is correct.
  7. Click **Submit E-Payment**.
  8. Click **OK** if prompted.
  9. Repeat Steps 2 – 8, selecting a different card in Step 5.
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