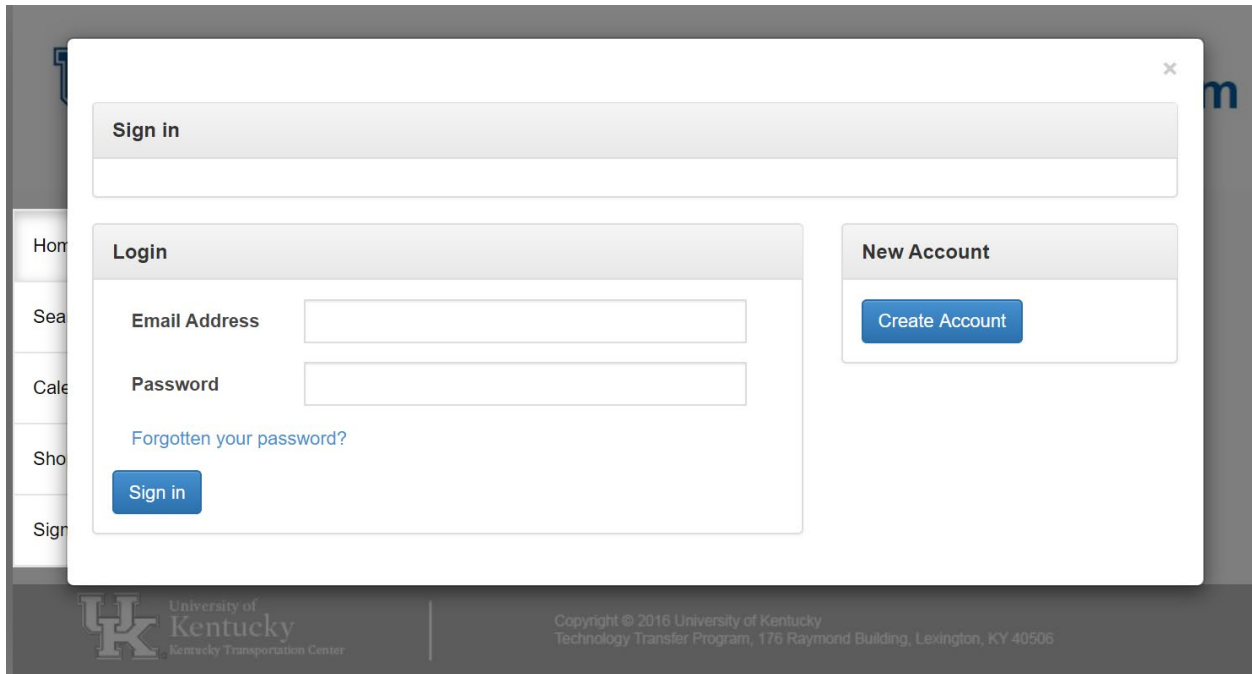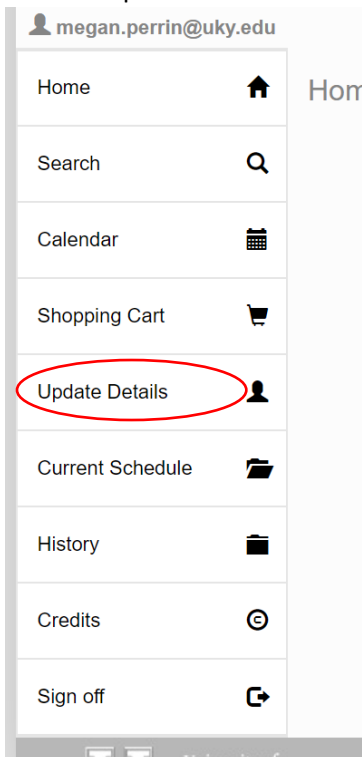# Updating Payment Online

1. Log on to your account www.kyt2.com, scroll to the bottom of the page and click on "Calendar". If you are an Admin (Master User) click on "Admin".
2. Sign in using your email address and password. If you do not remember these, please contact a T2 staff member.

3. Click on Update Details

4. Scroll to the bottom of the page and click Agree. Once you click Agree, click the blue button that says Next.

Update Details

First Name	Megan
Last Name	Martin
Title	Ms.
Position	Training Program Manager
Email Address	megan.perrin@uky.edu
Work	859-257-7405
Mobile	859-242-0237

Primary Address   Edit

Line 1	176 Raymond Building
Address City	Lexington
Address State	KY
Address Postcode	40506

I am aware of the cancellation policy for the course(s) in this registration. I understand that I may not miss more than 15 minutes of class to receive credit. Payment is required in advance, except employees of the Kentucky Transportation Cabinet.

☐ Agree *

Next

5. This page is the payment page. It shows how much is outstanding on your profile. If you have more than one class you have not paid for, both amounts will be reflected here. Select the Online Credit Card Payment.

Update Details

Payment

	USD
Registration Total	0.00
Existing charges	375.00
Amount Payable	**375.00**

Payment Method

◯ **Bill Me**

◯ **Purchase Order**

◯ **Online credit card payment**

Terms, Conditions & Privacy 📄

Back   Submit

6. Once you select the Online Credit Card Payment the following screen will appear that will allow you to type in your credit card information.

Update Details

Payment Method

○ **Bill Me**

○ **Purchase Order**

◉ **Online credit card payment**

Card Details

Card Type ▼

Card Number

Name on card

Month ▼   Year ▼   CCV

Billing Address

Title

First Name

Last Name

Organization

Back   Submit

7. Enter all information and select the blue button in the bottom right that says Submit.
8. After you hit Submit this process is complete.