

How to edit, hide, or retire a payment method

Keep old payment methods available for historical reporting while preventing employees from selecting them for new transactions.

Edit a payment method

1. Open **Settings > Payment Methods**.
2. Select the method to edit.
3. Correct the name or visibility setting.
4. Save the changes.

Hide an old method

Set the payment method to **Hidden** when it should no longer appear at checkout. Hiding is usually safer than deleting because past transactions can continue to reference the original method.

Before changing a method used by an integration, confirm that the processor or accounting workflow does not depend on its existing name.

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