

ADDING A CREDIT CARD

1. From your home page, look for the **Settings Box** and click **Edit Billing Information**.

Settings

- ▶ Edit User Information
- ▶ Upload Account Image
- ▶ Edit Billing Information

2. On the next page, click **Add Payment Method**.

Billing Information

- ▶ Billing management
- ▶ Add Payment Method

3. Enter the following required information: **First and Last Name**

Cardholder Information

- ▶ First Name: John
- ▶ Last Name: Test
- ▶ Company: Optional
- ▶ Phone:

4. Credit card billing information: **Street Address, City, State/Province, Postal Code, Country**

Billing Address

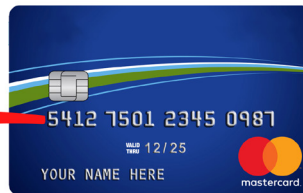
- ▶ Street Address:
- ▶ City:
- ▶ State/Province:
- ▶ Postal Code:
- ▶ Country:

5. Enter the **credit card number**.

Credit Card Information

Credit Card Information

- ▶ Credit Card Number: 5412750123450987
- ▶ CCV/Verification Code:
- ▶ Expires: 1 / 2023



6. Enter the credit card **CCV number** (3 digits located on the back of the card or 4 digits on the front for AMEX)

Billing Address

Billing Address

- ▶ Street Address: 123 Melody Lane
- ▶ City: Orchestra
- ▶ State/Province: TX
- ▶ Postal Code: 12345
- ▶ Country: USA

Credit Card Information

Credit Card Information

- ▶ Credit Card Number: 5412750123450987
- ▶ CCV/Verification Code: 567
- ▶ Expires: 1 / 2023

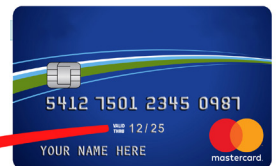


7. Enter credit card **expiration date**.

Credit Card Information

Credit Card Information

- ▶ Credit Card Number: 5412750123450987
- ▶ CCV/Verification Code: 567
- ▶ Expires: 1 / 2025



8. Review your information before clicking the **Save** button.

Credit Card Information

Credit Card Information

- ▶ Credit Card Number: 5412750123450987
- ▶ CCV/Verification Code: 567
- ▶ Expires: 1 / 2025

Save