

# Adding and Updating Payment Methods

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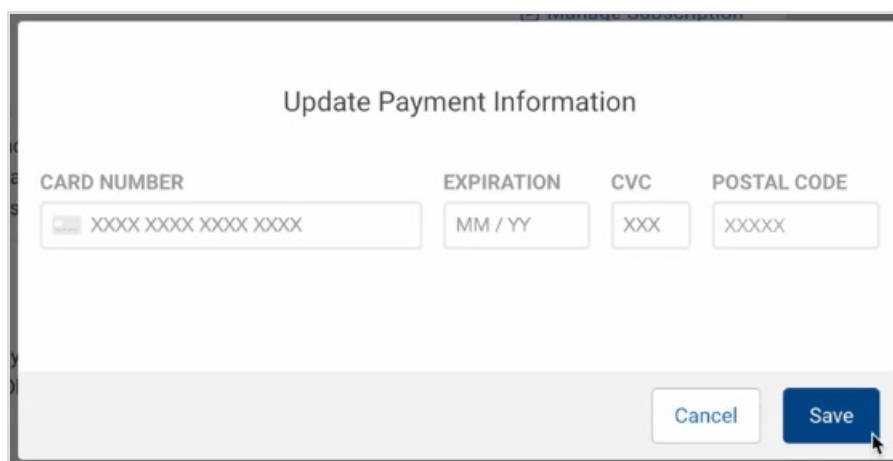
## Basic Plan Accounts

When you first sign up for a FormAssembly account, you will be automatically given a free 14-day trial of whichever plan you have selected. Before that 14-day period is over, you will need to provide your credit card number and billing information.

To add your payment method and information, you can follow these steps:

1. Hover your mouse over your username
2. Select **Subscription and Billing**
3. Select **Add Payment Information** or **Update Payment Information**
4. Enter your payment information and **Save**

**Note:** If your account has been suspended, before you can enter your payment information you will need to change your plan. Once you have selected a plan, then you will be able to enter your payment information.



The screenshot shows a form titled "Update Payment Information". It contains four input fields: "CARD NUMBER" with a placeholder "XXXX XXXX XXXX XXXX", "EXPIRATION" with a placeholder "MM / YY", "CVC" with a placeholder "XXX", and "POSTAL CODE" with a placeholder "XXXXX". At the bottom right of the form are two buttons: "Cancel" and "Save".

**Note:** For Basic and some legacy plans, we can only accept payment with a credit card (Visa, MasterCard, or American Express), and no invoicing services are currently offered. You can find copies of past invoices that have been paid with your credit card on your Account and Billing page, under Invoices.

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## Essentials Plan and Above Accounts

To purchase more licenses or update your billing information, please contact your Customer Success Manager or email [sales@formassembly.com](mailto:sales@formassembly.com).

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