

Adding and Updating Payment Methods

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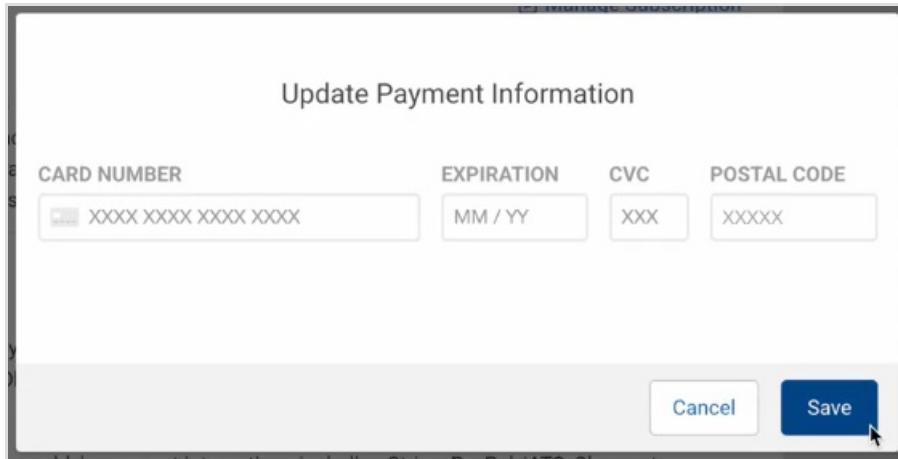
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Basic Plan Accounts

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, you will be able to enter your payment information.



Update Payment Information

CARD NUMBER	EXPIRATION	CVC	POSTAL CODE
XXXX XXXX XXXX XXXX	MM / YY	XXX	XXXXX

Cancel **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.

Essentials Plan and Above Accounts

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