Update Payment Credit Card Info
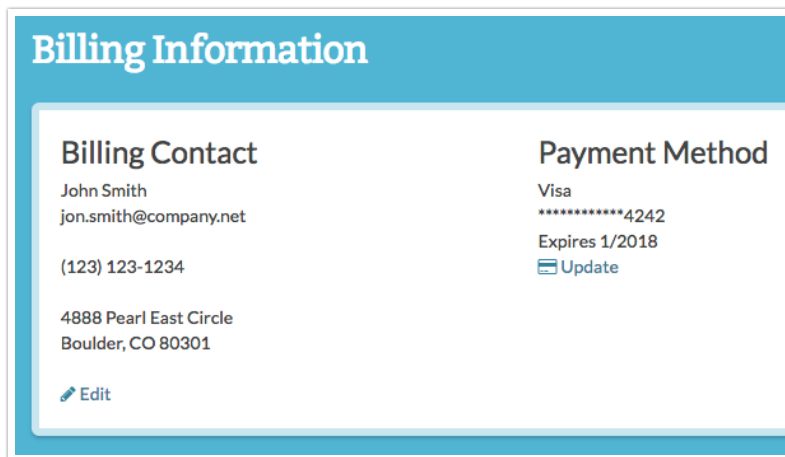
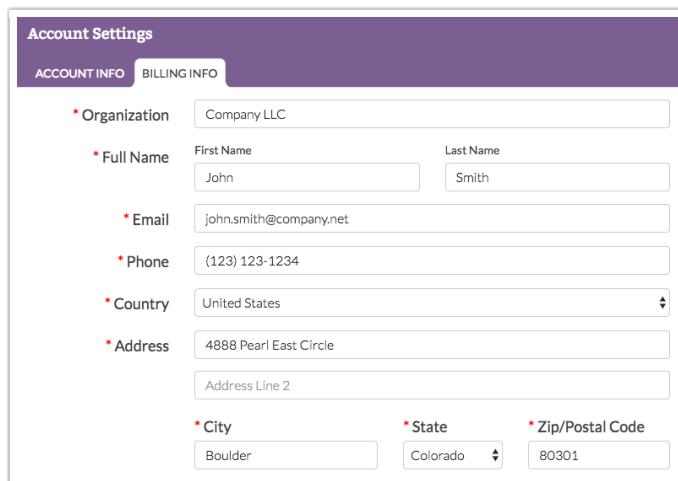Billing Information can be updated by Account Administrator users.

To update your billing information (including payment method), click **Account > Billing** from the Left Hand Navigation menu while logged in to Alchemer. The **Billing Information** section is found at the top of the page.

Edit Billing Contact

1. To edit the **Billing Contact** information, click the corresponding **Edit** link and make your changes on the **Billing Info** tab.

2. Here, you can also update the account information if needed. Click on the **Account Info** tab and make any necessary changes there.

3. Click **Save** when finished.

Update Payment Method

1. To update the **Payment Method**, click the corresponding **Update** link directly under your current payment method information.

2. Use the provided form to update your credit card information (including the billing address associated with the card). Make sure to click the **Submit** button to finish.

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