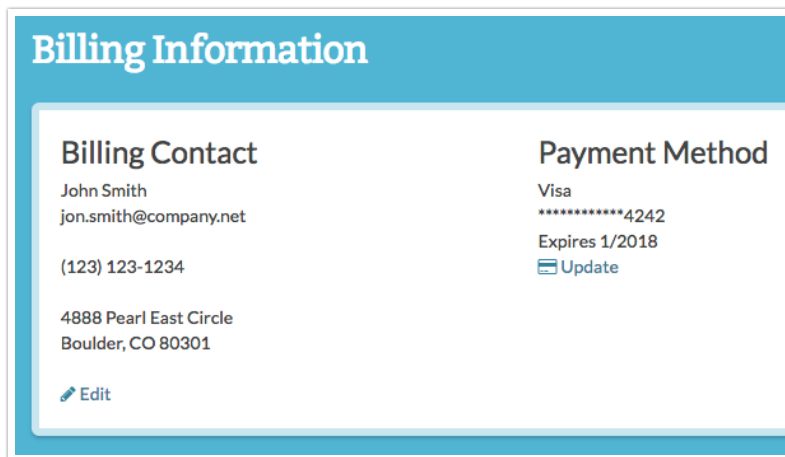


Update Payment Credit Card Info

Billing Information can be updated by [Account Administrator](#) users.

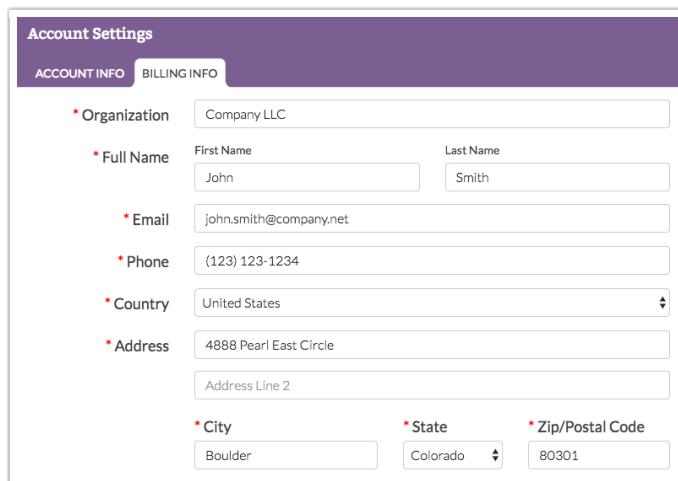
To update your billing information (including payment method), click **Account > Billing** from the Left Hand Navigation menu while logged in to Alchemer. The **Billing Information** section is found at the top of the page.



The screenshot shows a 'Billing Information' panel with two main sections: 'Billing Contact' and 'Payment Method'. The 'Billing Contact' section includes the name 'John Smith', email 'jon.smith@company.net', phone '(123) 123-1234', and address '4888 Pearl East Circle, Boulder, CO 80301'. There is an 'Edit' link with a pencil icon. The 'Payment Method' section shows 'Visa' with a masked card number '*****4242', an expiration date of 'Expires 1/2018', and an 'Update' link with a card icon.

Edit Billing Contact

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



The screenshot shows the 'Account Settings' form with the 'BILLING INFO' tab selected. The form contains the following fields:

- Organization:** Company LLC
- Full Name:** First Name: John, Last Name: Smith
- Email:** john.smith@company.net
- Phone:** (123) 123-1234
- Country:** United States (dropdown)
- Address:** 4888 Pearl East Circle, Address Line 2: (empty)
- City:** Boulder
- State:** Colorado (dropdown)
- Zip/Postal Code:** 80301

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

Account Settings

ACCOUNT INFO
BILLING INFO

• **Organization Name**

• **Name**

Website

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.

<p>Billing Contact</p> <p>John Smith jon.smith@company.net</p> <p>(123) 123-1234</p> <p>4888 Pearl East Circle Boulder, CO 80301</p> <p>Edit</p>	<p>Payment Method</p> <p>Visa *****</p> <p>Expires 1/2018</p> <p style="text-align: center;">Update</p>
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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.

Zip/Postal Code

|

80301

Phone Number

|

1231231234

Billing Email Address

|

billing@example.com

| = Required Field

Submit