Update Your Billing Information & Make a Payment on Your Account s

View your transactions, print statements, update your credit card, billing address, or make a payment on your account.

1. Go to Admin > Billing & Account Info

🖌 🗸 My Nav		A () * # 1 0	Q ▼ Find a contact
MY NAV	CRM	MARKETING	E-COMMERCE	ADMIN
Dashboard	Contacts	Campaign Builder	E Commerce Setup	Branding Center
My Day	Companies	Email & Broadcasts	Orders	Billing & Account Info
	Opportunities	Lead Generation	Products	Users
	Referral Partners	Templates	Actions	Import Data
	Visitors	Legacy	Promotions	Data Cleanup
	Zapier Integrations		Legacy	
Edit	Reports Settings	Reports Settings	Reports Settings	Reports Settings

2. Click View / update your billing info

Your Infusionsoft by Keap Account Speak to someone about cancelling
You're currently using Infusionsoft by Keap Complete Edition
Your next payment is due on 6/17/2019 . We will automatically bill the credit card we have on file. If you have any questions please call 1 (866) 800-0004 ext. 3.
View / update your billing info

3. Click Make a Payment

	billing address, and even make a payment!	
Ма	ke A Payment:	١
Nee	ed to make a payment? Easy as clicking the link below and filling out the form.	
<u>Clic</u>	<u>k here</u> to make a payment. ♪	J
Upo	date Credit Card and Billing Address:	

4. Enter the Payment Information

	_	
PAYMENT AMOUNT *		
Invoices 0.00		
SELECT ITEM	7	
	J.	
Pay All Clear		

5. Scroll down to Step 2 and select the card you'll use from the *Cards On File* dropdown menu



6. Ensure the billing address is correct at the right side of the screen and, to ensure uninterrupted service, check both boxes for *Save This Card* and *Make Default*.

1177 E 640 S CARD ZIP CODE 84062	CARD STREET	
CARD ZIP CODE 84062	1177 E 640 S	
84062	CARD ZIP CODE	
	84062	 _

7. Choose any of the Submit buttons at the bottom of the page and that's it! You've successfully made a payment.

02/2020			
NAME ON CARD			
Geraldine Vaughn			
Submit & Print	Submit & Email]	

Update Credit Card

1. Go to Admin > Billing & Account Info and click View / update your billing info



2. Under "Update Credit Card and Billing Address" click "Click here" next to "update

your credit Card"



3. Enter your new Card details and click "Continue"

🔏 Billing Inform	nation
 Customer Profile Billing Payment Information Confirm Customer Profile 	Payment Information Image: A state of the st
\rightarrow	Credit Card Number ********8086 Expiration Date 02 2020 Cardholder Name Geraldine Vaughn Save My Credit Card Information

4. Click "Finished"

🖀 Billing Inf	formation
^o Customer Profile	Confirm Customer Profile
If your Billing Address be update click "Ch Confirm Customer P. S	needs to ange" ine Vaughn ile Fake UT 84062 Change