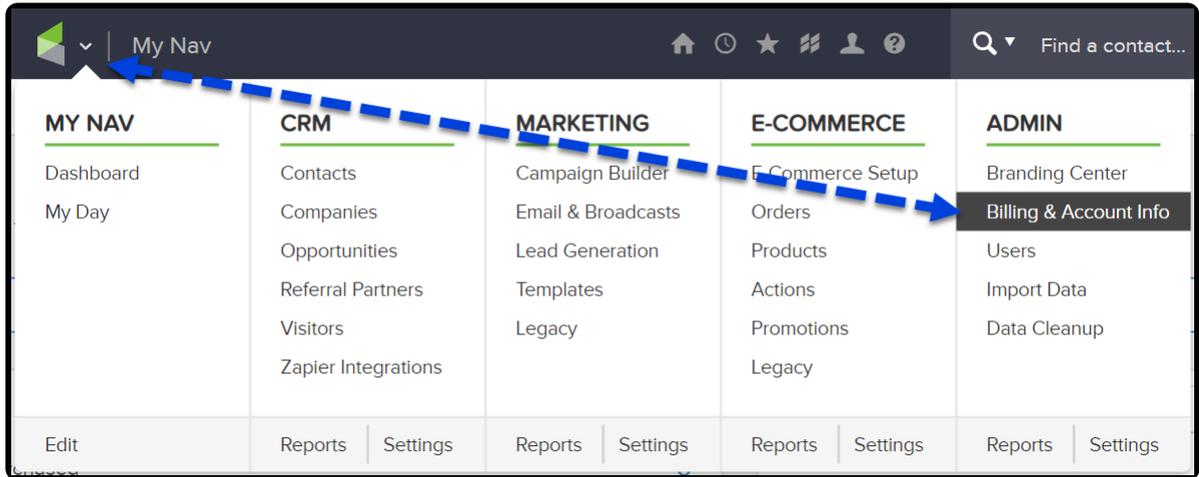


Update Your Billing Information & Make a Payment on Your Account

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**



2. Click **View / update your billing info**

Your Infusionsoft by Keap Account

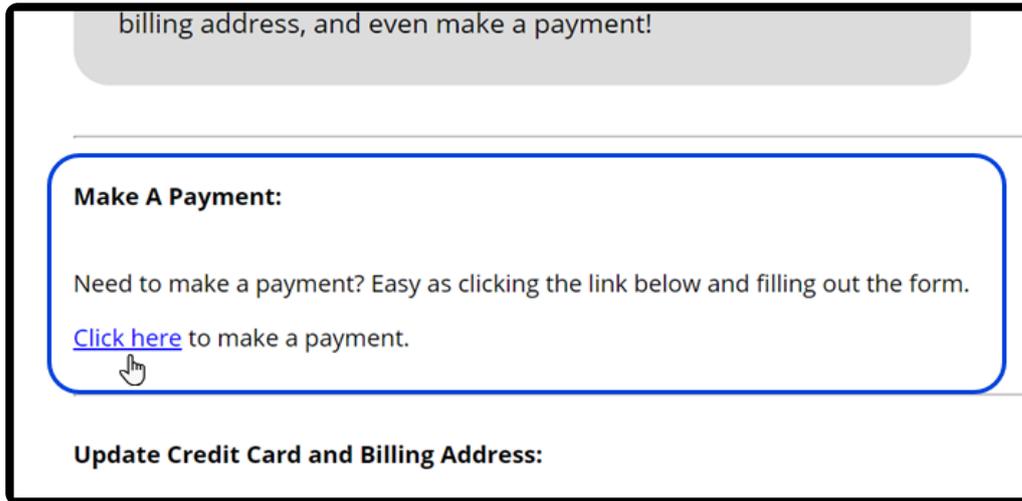
[Speak to someone about cancelling](#)

You're currently using Infusionsoft by Keap Complete Edition

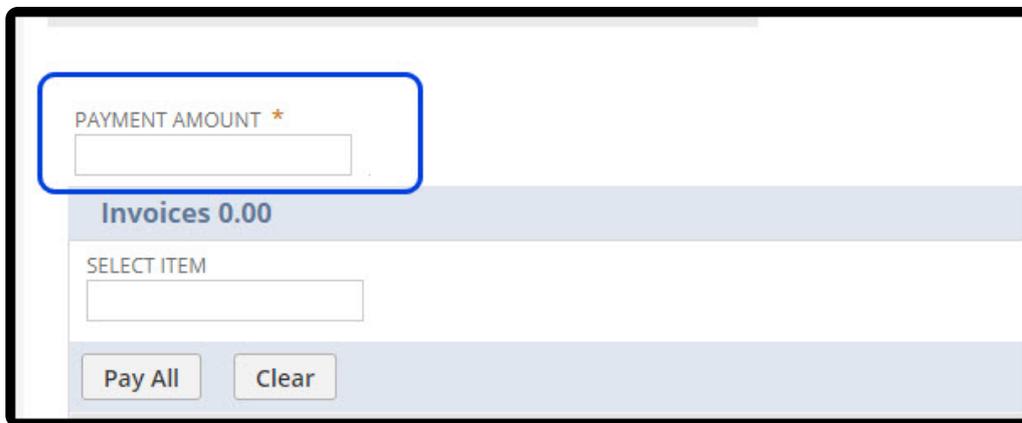
Your next payment is due on **6/17/2019**. We will automatically bill the credit card we have on file. If you have any questions please call 1 (866) 800-0004 ext. 3.

[View / update your billing info](#)

3. Click **Make a Payment**



4. Enter the Payment Information



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*.

CARD STREET
1177 E 640 S

CARD ZIP CODE
84062

SAVE THIS CARD MAKE DEFAULT

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

EXPIRES (MM/YYYY)
02/2020

NAME ON CARD
Geraldine Vaughn

[Submit](#) [Submit & Print](#) [Submit & Email](#)

Update Credit Card

1. Go to **Admin > Billing & Account Info** and 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](#)

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

your credit Card"

Update Credit Card and Billing Address:

To ensure your apps stay active, be sure to update your credit card on a regular basis.

[Click here](#) to update your credit card.

To bill your credit card correctly, we must have the billing address associated with your credit card.

[Click here](#) to update your billing address.

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

Billing Information

Customer Profile

Billing

Payment Information

Confirm Customer Profile

Payment Method

- Discover
- Master Card
- VISA
- American Express

Credit Card Number *****8086

Expiration Date 02 2020

Cardholder Name Geraldine Vaughn

Save My Credit Card Information

Continue

4. Click "Finished"

Billing Information

Customer Profile

Confirm Customer Profile

Billing Address

Geraldine Vaughn

1177 E 640 S

Fake UT 84062

[Change](#)

Finished

