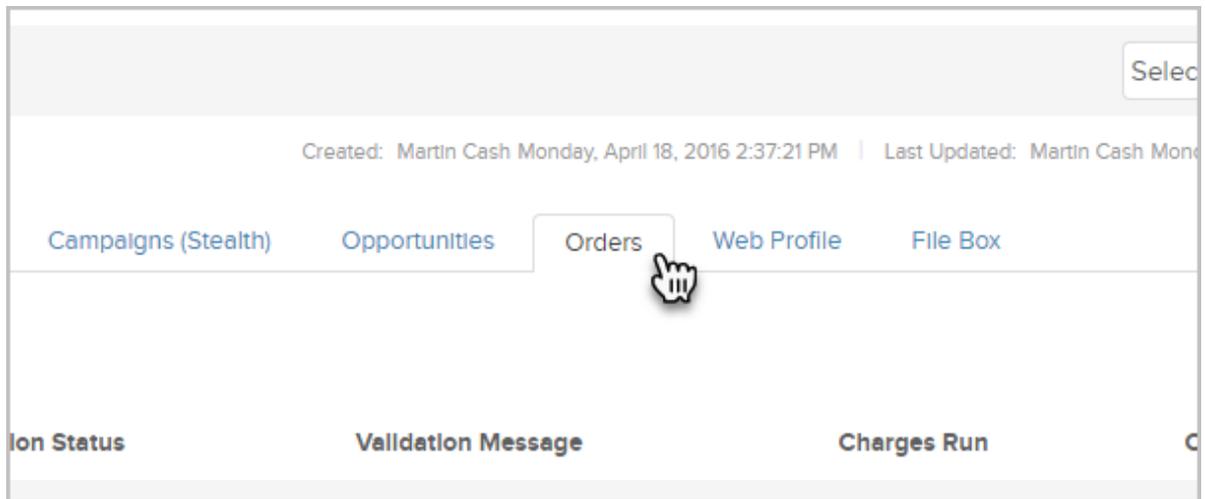


# Make A Credit Card Inactive

1. While viewing a contact record, click on the **Order** tab.



2. Click on the credit card link.
3. Click on the **Make Inactive** and then click on **OK** to continue.
4. Review the credit card information to confirm it is the correct card and to view the automatic billing currently linked to the card. Go to the *Other Cards* section to reassign billing from the current card to another card on file.

**Be Careful!** You have the option NOT to reassign billing to a new card. However, if you do not reassign active subscription billing to a new card, the customer will not be billed.