## Make A Credit Card Inactives

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

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- 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.