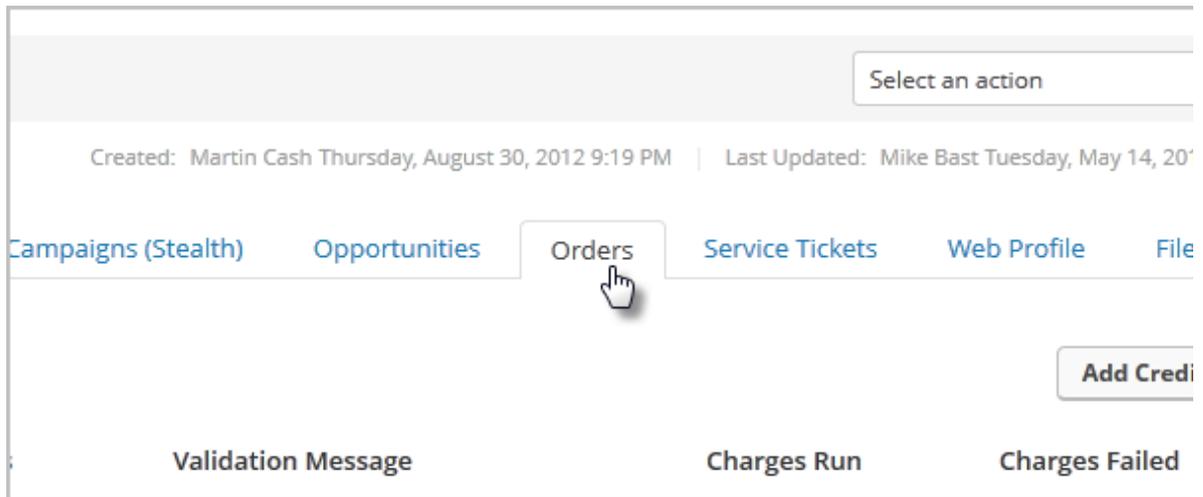
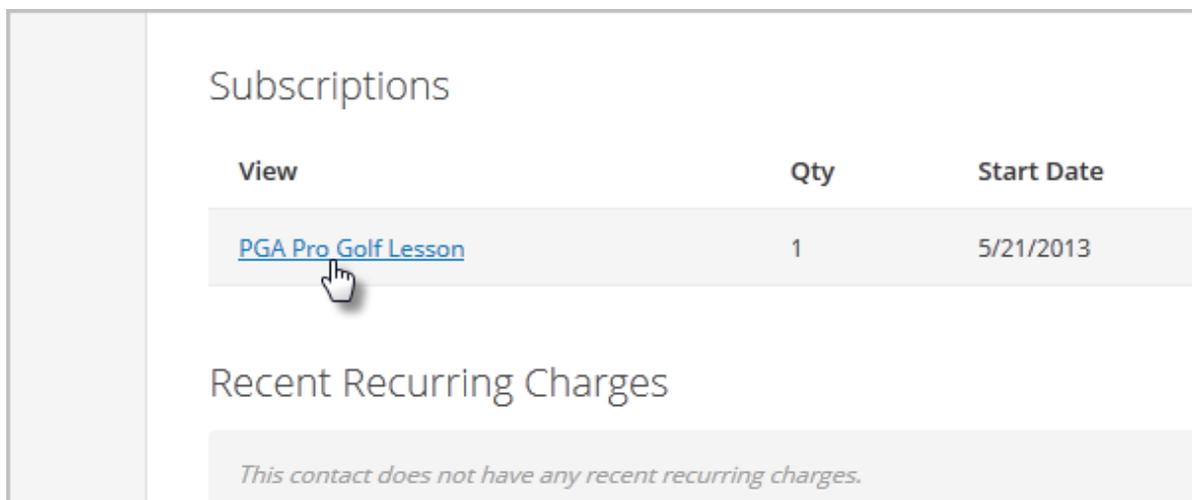


Update The Credit Card On A Subscription

1. Find the customer's contact record
2. Go to the **Order** tab in the bottom row of tabs on the contact record



3. Click on the name of a subscription to open it



4. Go to the *Recharge Information* section and select the new credit card from the drop-downs or click on the **Add** button to enter a new credit card

Recharge Information

Auto Charge Yes No

Credit Card 1 Visa XXXX-1111

Credit Card 2
None Selected
Visa XXXX-1111
Visa XXXX-1111

Merchant Account Auth.net

Max Charge Attempts 3
Any whole number greater than zero

Source

5. Click **Save** to update the subscription. The past due billing will be handled in one of the following ways:
 - If the card has not reached the maximum number of autocharge retries, the next autocharge attempt will run all current and past due charge.
 - If the maximum number of auto-charge retries has been reached, you need to manually run the past due charges. All future charges will run automatically using the new card.
 6. **Save** the updated subscription
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