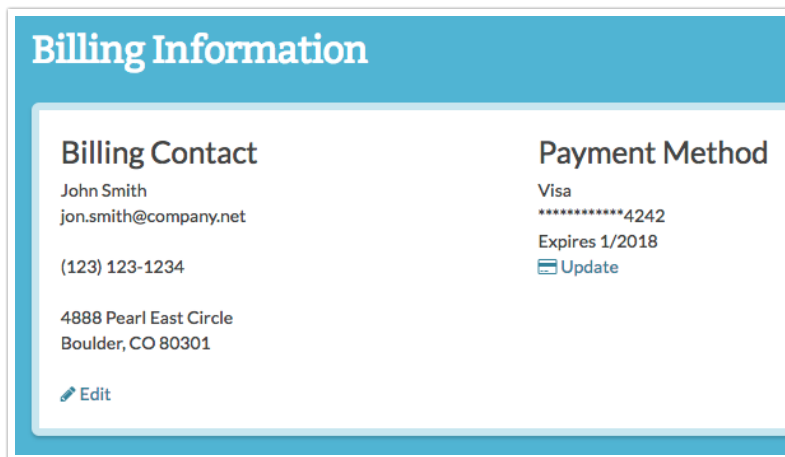


# Update Payment Credit Card Info

Billing Information can be updated by [Account Administrator](#) users.

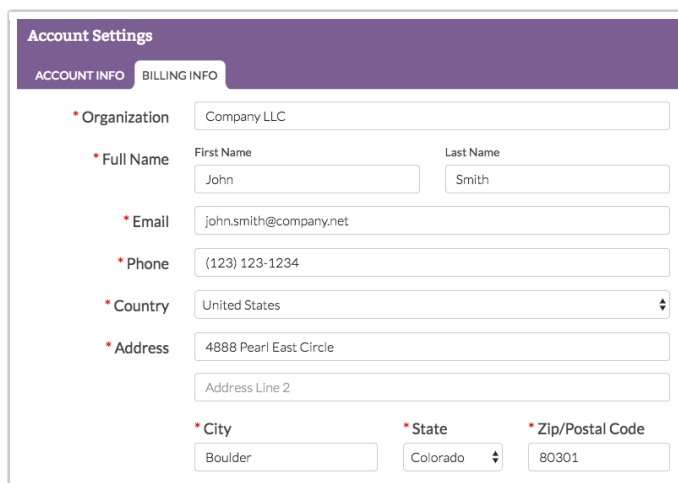
To update your billing information (including payment method), click **Account > Billing** from the Left Hand Navigation menu while logged in to Alchemer. The **Billing Information** section is found at the top of the page.



The screenshot shows a 'Billing Information' panel with two main sections: 'Billing Contact' and 'Payment Method'. The 'Billing Contact' section includes the name 'John Smith', email 'jon.smith@company.net', phone '(123) 123-1234', and address '4888 Pearl East Circle, Boulder, CO 80301'. There is an 'Edit' link with a pencil icon. The 'Payment Method' section shows 'Visa' with a masked card number '\*\*\*\*\*4242', an expiration date of 'Expires 1/2018', and an 'Update' link with a refresh icon.

## Edit Billing Contact

1. To edit the **Billing Contact** information, click the corresponding **Edit** link and make your changes on the **Billing Info** tab.



The screenshot shows the 'Account Settings' page with the 'BILLING INFO' tab selected. The form contains the following fields:

- Organization:** Company LLC
- Full Name:** First Name: John, Last Name: Smith
- Email:** john.smith@company.net
- Phone:** (123) 123-1234
- Country:** United States (dropdown)
- Address:** 4888 Pearl East Circle, Address Line 2 (empty)
- City:** Boulder
- State:** Colorado (dropdown)
- Zip/Postal Code:** 80301

2. Here, you can also update the account information if needed. Click on the **Account Info** tab and make any necessary changes there.

### Account Settings

ACCOUNT INFO BILLING INFO

- Organization Name  
Company LLC
- Name  
John Smith
- Website  
www.companyllc.com

3. Click **Save** when finished.

## Update Payment Method

1. To update the **Payment Method**, click the corresponding **Update** link directly under your current payment method information.

<h3>Billing Contact</h3> <p>John Smith jon.smith@company.net  (123) 123-1234  4888 Pearl East Circle Boulder, CO 80301  <a href="#">Edit</a></p>	<h3>Payment Method</h3> <p>Visa ***** Expires 1/2018 <a href="#">Update</a></p>
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2. Use the provided form to update your credit card information (including the billing address associated with the card). Make sure to click the **Submit** button to finish.

Zip/Postal Code 80301	Phone Number 1231231234
Billing Email Address billing@example.com	

**!** = Required Field

[Submit](#)

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