

# 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** in the upper right hand corner while logged in to SurveyGizmo. The **Billing Information** section is found at the top of the page.

**Billing Information**

<b>Billing Contact</b> John Smith jon.smith@company.net  (123) 123-1234  4888 Pearl East Circle Boulder, CO 80301  <a href="#">Edit</a>	<b>Payment Method</b> Visa *****4242 Expires 1/2018 <a href="#">Update</a>
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## Edit Billing Contact

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

**Account Settings**

ACCOUNT INFO BILLING INFO

\* Organization: Company LLC

\* Full Name: First Name: John, Last Name: Smith

\* Email: john.smith@company.net

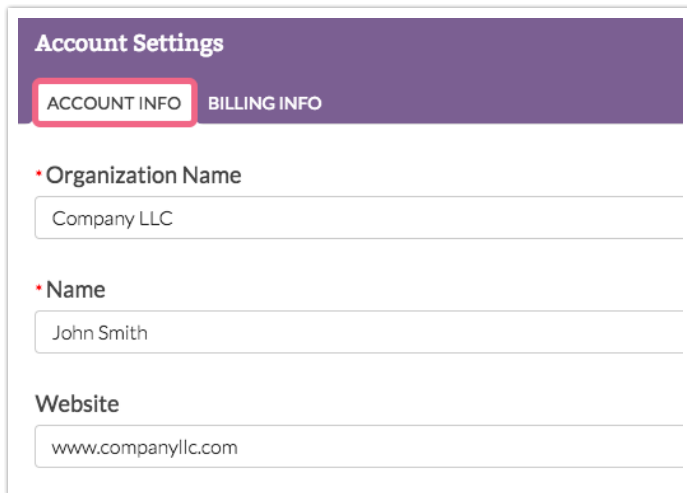
\* Phone: (123) 123-1234

\* Country: United States

\* Address: 4888 Pearl East Circle, Address Line 2

\* City: Boulder, \* State: Colorado, \* 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.



The screenshot shows a web interface for 'Account Settings'. At the top, there are two tabs: 'ACCOUNT INFO' and 'BILLING INFO'. The 'ACCOUNT INFO' tab is highlighted with a red box. Below the tabs, there are three sections, each with a red bullet point: 'Organization Name' with a text input field containing 'Company LLC'; 'Name' with a text input field containing 'John Smith'; and 'Website' with a text input field containing '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.



The screenshot shows two columns of information. The left column is titled 'Billing Contact' and contains: 'John Smith', 'jon.smith@company.net', '(123) 123-1234', and '4888 Pearl East Circle, Boulder, CO 80301'. At the bottom of this column is a blue 'Edit' link. The right column is titled 'Payment Method' and contains: 'Visa', a masked card number '\*\*\*\*\*', and 'Expires 1/2018'. Below the expiration date is a red 'Update' button with a small icon to its left.

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.
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Zip/Postal Code 80301	Phone Number 1231231234
Billing Email Address billing@example.com	
= Required Field	
	
<input type="submit" value="Submit"/>	

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