## Update card details in the new billing portal

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## How to update card details in new billing portal?

**Overview:** This article explains how to update card details in the new billing portal by accessing the customer portal, selecting payment options, and adding a new card.

## Step 1: Login to your <u>customer portal</u> area and click on Payment options -> Add

| Ezeelogin custor | ner portal |                 |           |              |             |              |         |     | Logo    |
|------------------|------------|-----------------|-----------|--------------|-------------|--------------|---------|-----|---------|
| Dashboard        |            | Payment options |           |              |             |              |         |     | Refresh |
| Licenses         |            |                 |           |              |             |              |         |     | 1       |
| Drders           |            | # Brand         | Ending in | Expiry month | Expiry year | Name on card | Country | Zip | Actions |
| nvolces          |            | No records      |           |              |             |              |         |     | /       |
| Payment options  |            |                 |           |              |             |              |         |     |         |
| Ay account       |            |                 |           |              |             |              |         |     | /       |
| igents           |            |                 |           |              |             |              |         |     | - C     |
| redits           |            |                 |           |              |             |              |         |     |         |
| nowledgebase     | 12"        |                 |           |              |             |              |         |     |         |
| lelpdesk         | C*         |                 |           |              |             |              |         |     |         |
|                  |            |                 |           |              |             |              |         |     |         |

Step 2: Provide all the card details and click on Add button

| Ezeelogin custo | omer porta |                           | Logout    |  |  |  |
|-----------------|------------|---------------------------|-----------|--|--|--|
| Dashboard       |            | New card                  |           |  |  |  |
| Licenses        |            | Credit or debit card 0    |           |  |  |  |
| Orders          |            | Name on card              | MM/TT CVC |  |  |  |
| Invoices        |            | Name                      |           |  |  |  |
| Payment options |            | Set as default 0          |           |  |  |  |
| My account      |            | Cancel Add                |           |  |  |  |
| Agents          |            |                           |           |  |  |  |
| Credits         |            | 1                         |           |  |  |  |
| Knowledgebase   | C,         | N N                       |           |  |  |  |
| Helpdesk        | Ľ.         |                           |           |  |  |  |
| Website         | ß          |                           |           |  |  |  |
|                 |            | Converting & Astrona Tour |           |  |  |  |

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