

Here's how you can **edit** your **Billing and Shipping** information + **Add/Remove Credit Cards** to and from your account.

- 1) From your Dashboard, click the **MY BILLING INFO** tab.

BILLING ADDRESS

- 2) Click on **BILLING ADDRESS** to update your **BILLING** or **SHIPPING** information. Simply hit the **update button** next to either one and **the tab will slide open** with editable fields which you can modify and

SAVE

The screenshot shows the user's dashboard with the 'MY BILLING INFO' tab selected. The 'BILLING ADDRESS' sub-tab is active, and the 'BILLING & SHIPPING' form is open. The form includes fields for Address, Apt/Suite No., Country (a dropdown menu), State (a dropdown menu), City, and Zip. There are 'UPDATE' buttons next to both the 'Billing Address' and 'Shipping Address' sections, and a 'SAVE' button at the bottom of the form.



3) To **add a Credit Card**, click on the **Credit Cards tab**

**CREDIT CARDS**

and if you haven't added a

card yet, click on **+ ADD ONE MORE CREDIT CARD**

**+ ADD ONE MORE CREDIT CARD**

and fill out + save the

information in the fields that appear. Repeat the same process to add multiple cards.

**Note: You must agree to our Terms and Conditions prior to saving your card.**

4) To **Edit or Delete** a previously added card, simply click on either of the two buttons

**DELETE**

**UPDATE**

