

Update Your Billing Information & Make a Payment on Your Account

This article applies to:

Our Billing Policy can be found [here](#)

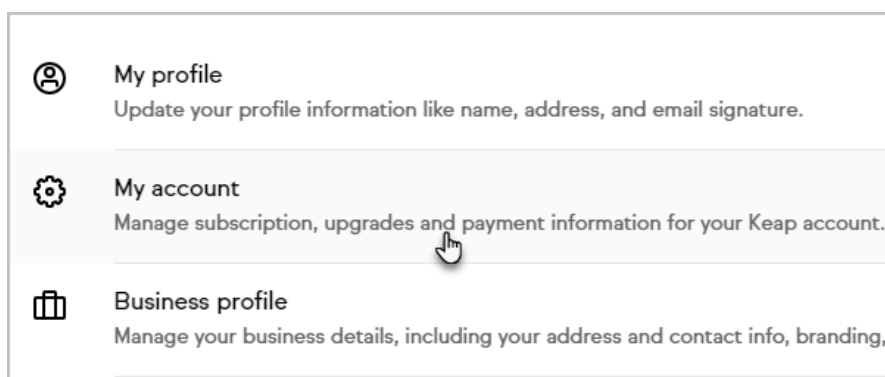
View your transactions, print statements, update your credit card, billing address, or make a payment on your account.

Make a payment

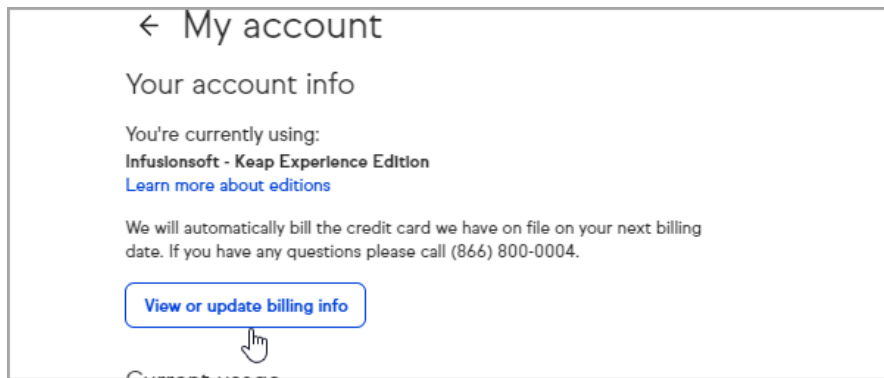
1. Click your profile icon and select **Settings**



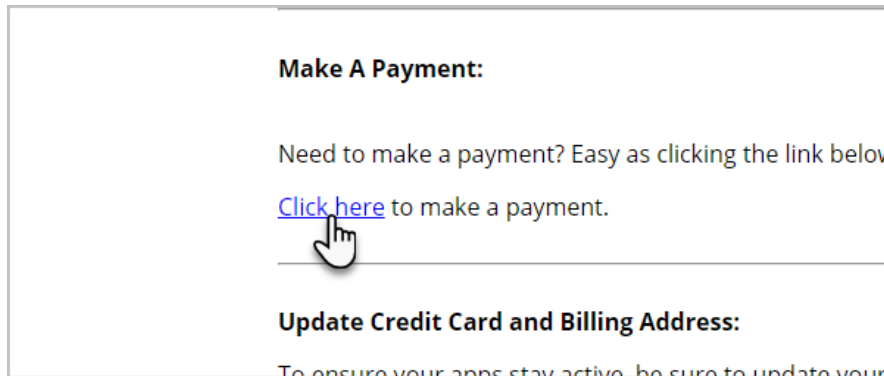
2. Click **My Account**



3. Click **View/update your billing info**



4. Click **Make a Payment**



5. Enter the Payment Information

1. Enter Payment Amount or Select Invoices to Pay

PAYMENT AMOUNT *
 AUTO APPLY

Invoices 0.00

SELECT ITEM

6. Scroll down to Step 2 and select the card you'll use from the *Cards On File* dropdown menu

2. Enter Credit Card Information

CARDS ON FILE
Discover - *1111
-- New Card --
Discover - *1111

CREDIT CARD #
*****1111

EXPIRES (MM/YYYY)

7. Ensure the billing address is correct at the right side of the screen and, to ensure uninterrupted service, check both boxes for *Save This Card* and *Make Default*.

CARD STREET

CARD ZIP CODE

SAVE THIS CARD MAKE DEFAULT

CC PROCESSOR

PURCHASE CARD BIN

8. Choose any of the Submit buttons at the bottom of the page and that's it! You've successfully made a payment.

Piracle Pay Status

PIRACLE PAY ACH ACCOUNT



[Submit](#) [Submit & Print](#) [Reset](#) [Submit & Email](#) [Go To Register](#)


Update your credit card

1. Click your profile icon and select **Settings**


connected ⋮



MI Michael Indrelunas
 Keap Help Center
 (480) 660-8100 k
 Current app: pl507


 Settings 

 Switch account

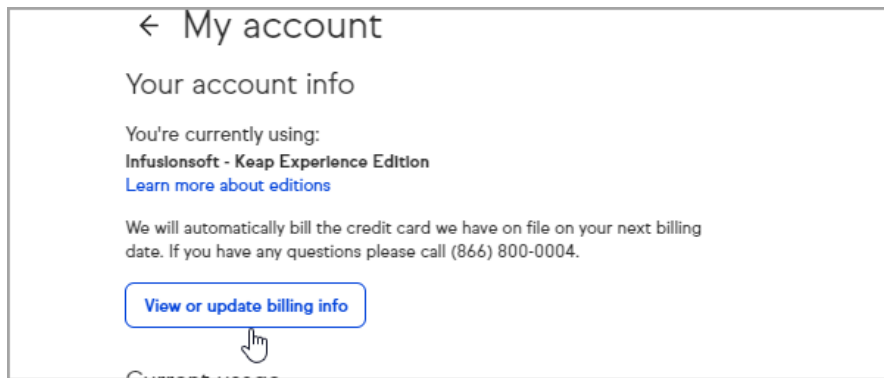
2. Click **My Account**

 **My profile**
 Update your profile information like name, address, and email signature.

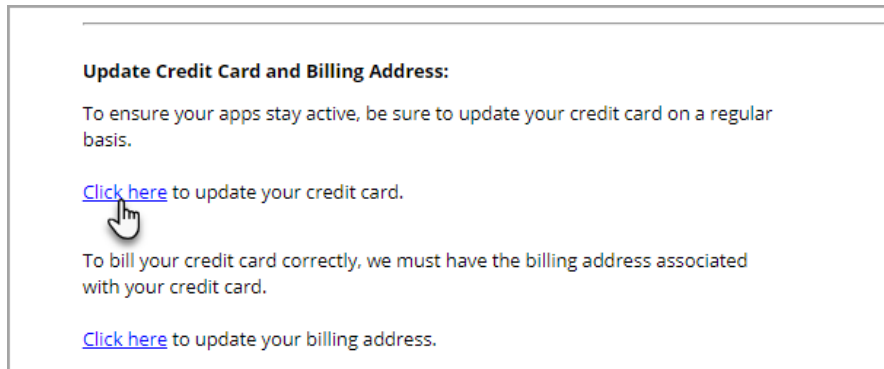
 **My account**
 Manage subscription, upgrades and payment information for your Keap account. 

 **Business profile**
 Manage your business details, including your address and contact info, branding,

3. Click **View / update your billing info**



4. Under "Update Credit Card and Billing Address" click "Click here" next to "update your credit Card"



5. Enter your new payment details
 6. Click **Submit**
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