

How to Update Your Billing Information

To ensure uninterrupted service, please follow these steps to update your billing information on our site.

Step-by-Step Guide

1. Log In to Your Account

- Go to our website and enter your login credentials.

2. Navigate to the My Account Section

- Once logged in, find and click on "My Account" in the navigation menu on the left side of the page.

3. Access Your Subscription

- Under the "My Account" menu, click on "Subscriptions."

4. Select Your Subscription

- Locate and click on your active subscription. You will see details such as Plan, Terms, Status, etc.

5. Update Billing Information

- ★ Subscriptions
- 📅 Billings
- 📈 Monthly Reports
- 🧠 AI Knowledge Base
- ⚙️ My Account



Plan	Terms	Status	Start	End	Payment Method
Professional	\$99.00 / month	✓ Active	11/6/2024	12/6/2024	Credit Card

- Enter your new card number in the provided field.
- Ensure that all details are correct.

- Click the "Update Card" button to save your new billing information.

- You should receive a confirmation that your billing information has been updated successfully.

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