

# Changing Credit Card

If you would like to change your credit card on file you can do so by following these instructions.

**Step 1:** On your logged in Dashboard page click on your name in the top right of your screen and then click on "Billing". You can also reach this page by visiting this link:

<https://smartengage.com/settings/billing>

image.png  
Image not found or type unknown

**Step 2:** Scroll down to the middle of the page under the section, "Credit Card". You can see in the text description which credit card is currently on file as we list the last 4 digits of your card.

If you would like to change your credit card on file, simply enter the new information in the available form fields and then click on "Update Card".

image.png  
Image not found or type unknown

---

Revision #3

Created 7 October 2023 11:24:00 by Cindy

Updated 7 October 2023 15:37:21 by Cindy