

Ascent360 > Profile button > Billing

This article explains how a user can add or update a credit card on file. Note: the user must log into Ascent360 first and *then* click on "Billing". The user must also be the primary person associated with the billing for their company.

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Access the Billing Center

[Click here](#) for instructions on how to access the billing center. Then proceed to the next step.

Add Payment Method

From the billing center, click "payment method".

Click "Add Payment Method" to insert your credit card details.



The screenshot shows a web form titled "Credit Card (Stripe)". At the top, there is a radio button selected next to "Credit Card (Stripe)". Below this, the instruction "Pay with your credit card via Stripe." is displayed. The form contains three input fields: "Card Number *" with a placeholder "1234 1234 1234 1234" and a card icon; "Expiry Date *" with a placeholder "MM / YY"; and "Card Code (CVC) *" with a placeholder "CVC" and a card icon. At the bottom right of the form, there is a blue button labeled "ADD PAYMENT METHOD".

Once finished, click "Add Payment Method" to save.

Reach out to support@ascent360.com with any questions.

Video Tutorial

Your browser does not support HTML5 video.