

Billing Policy, how to update your information and make a payment on your account 🗝️

This article applies to:

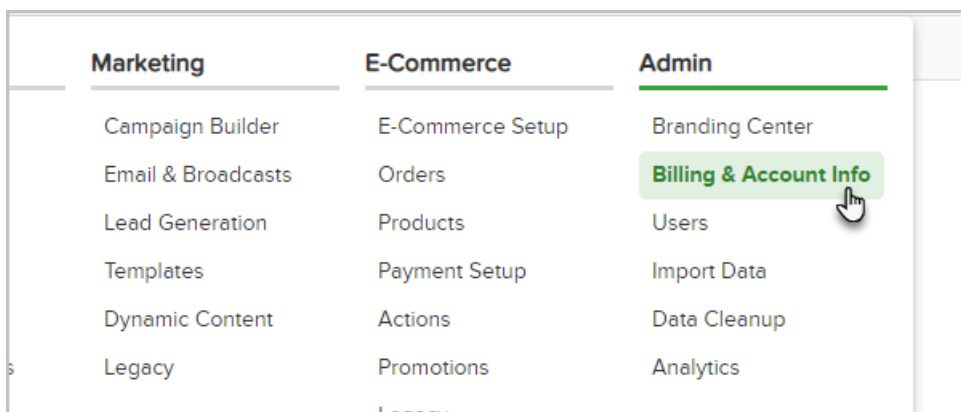
Our **Billing Policy** can be found [here](#).

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

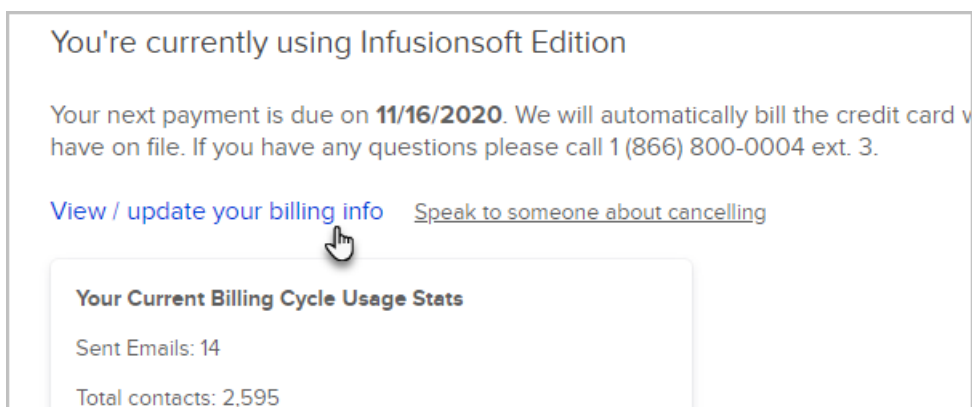
You can contact our Accounts Receivable department by calling 1-866-800-0004 opt. 3 between 8am and 5pm MST, Monday - Friday.

Make a payment

1. Go to **Admin > Billing & Account Info**.



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



3. Click the link as shown in the image.

Make A Payment:

Need to make a payment? Easy as clicking the link below and filling out the form.

[Click here](#) to make a payment.

Update Credit Card and Billing Address:

4. Enter the Payment Amount.

EXCHANGE RATE
1.00

PAYMENT AMOUNT *

Invoices 0.00

SELECT ITEM

5. Scroll down and select the card you want to use from the **Cards On File** dropdown.

CARDS ON FILE

VISA - *1111

-- New Card --

VISA - *1111

VISA - *1111

6. Verify that your billing address is correct. To ensure uninterrupted service, check the **Save This Card** and **Make Default** boxes.

CARD STREET
1260 S Spectrum Blvd

CARD ZIP CODE
85286-8415

SAVE THIS CARD MAKE DEFAULT

7. Choose a Submit button at the bottom of the page. You've successfully made a payment.

EXPIRES (MM/YYYY)
01/2025

NAME ON CARD
Diana Prince

[Submit](#) [Submit & Print](#) [Submit & Email](#)

Update your credit card

1. Go to Admin > Billing & Account Info and click View / update your billing info.

Your Keap Account

You're currently using Keap Max Classic Edition

Your next payment is due on **2/7/2021**. We will automatically bill the credit card we have on file. If you have any questions please call 1 (866) 800-0004 ext. 3.

[View / update your billing info](#) [Speak to someone about cancelling](#)

Your Current Billing Cycle Usage Stats

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

Update Credit Card and Billing Address:

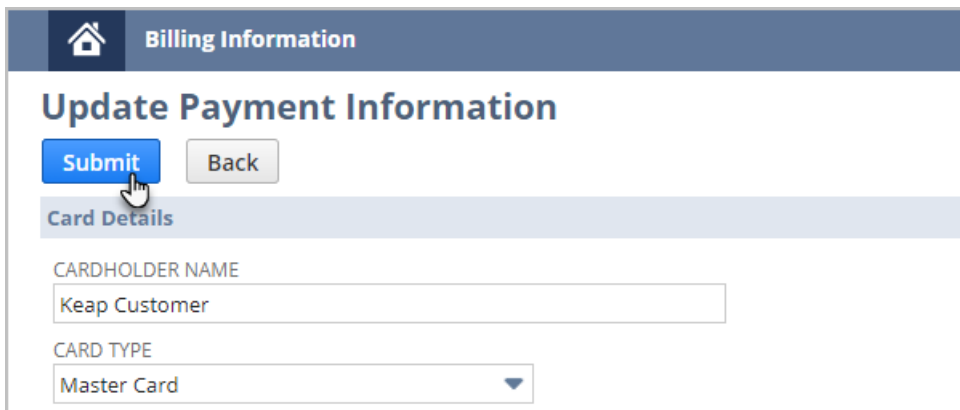
To ensure your apps stay active, be sure to update your credit card on a regular basis.

[Click here](#) to update your credit card.

To bill your credit card correctly, we must have the billing address associated with your credit card.

3. Enter your new payment details.

4. Click **Submit**.



The screenshot shows a web application interface for updating payment information. At the top, there is a dark blue header with a home icon and the text "Billing Information". Below the header, the main title is "Update Payment Information". There are two buttons: a blue "Submit" button and a grey "Back" button. A mouse cursor is pointing at the "Submit" button. Below the buttons is a section titled "Card Details" with a light blue background. Under "Card Details", there are two input fields: "CARDHOLDER NAME" with the value "Keap Customer" and "CARD TYPE" with a dropdown menu showing "Master Card".