

Update the credit card on a subscription

This article applies to:

1. Find the customer's contact record

 2. Go to the **Order** tab in the bottom row of tabs on the contact record
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 3. Click on the name of a subscription to open it
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 4. Go to the **Payment Plan** section and click the **Edit Payment Plan** button. Select the new credit card from the drop-downs or click on the **Add** button to enter a new credit card.
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 5. Click **Save** to update the subscription. The past due billing will be handled in one of the following ways:
 - If the card has not reached the maximum number of autocharge retries, the next autocharge attempt will run all current and past due charge.
 - If the maximum number of auto-charge retries has been reached, you need to manually run the past due charges. All future charges will run automatically using the new card.

 6. **Save** the updated subscription
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