How to Add or Change Your Payment Method

Account & Billing · https://thewebops.com/ar/help-center/account-billing/how-to-add-or-change-your-payment-method/

From the Payment Method page, you can add new cards, choose a default payment method, or remove existing ones, giving you full control over how your subscriptions are billed.

Accessing Payment Method

To open your Payment Method page:

1. Click on the arrow next to your profile name in the side menu.
2. Select **Payment Methods**

Add a New Card

- Click **Add Card**.
- Enter your card details.
- Save the card to make it available for future payments.

If no cards have been added yet, you'll see an empty state message: **"You haven't saved any payment methods. Add one to continue."**

Set a Default Card

When you have multiple cards, you can choose which card WebOps will automatically use for renewals.

- Click **Set as Default** on the card you want to prioritize.

A **Default** label will appear on your primary card.

Delete a Card

If you no longer want to use a card:

- Click **Delete Card** under that specific card.

Note: You must have at least one valid payment method on file to keep active subscriptions running without interruption.