ONLINE BUSINESS SERVICES | QUICK GUIDE

Payment Updates & Subscription Changes

Add or change a payment method, then attach it to your subscription.

Before you begin: go to **biz.sosmt.gov** and sign in to your user account.

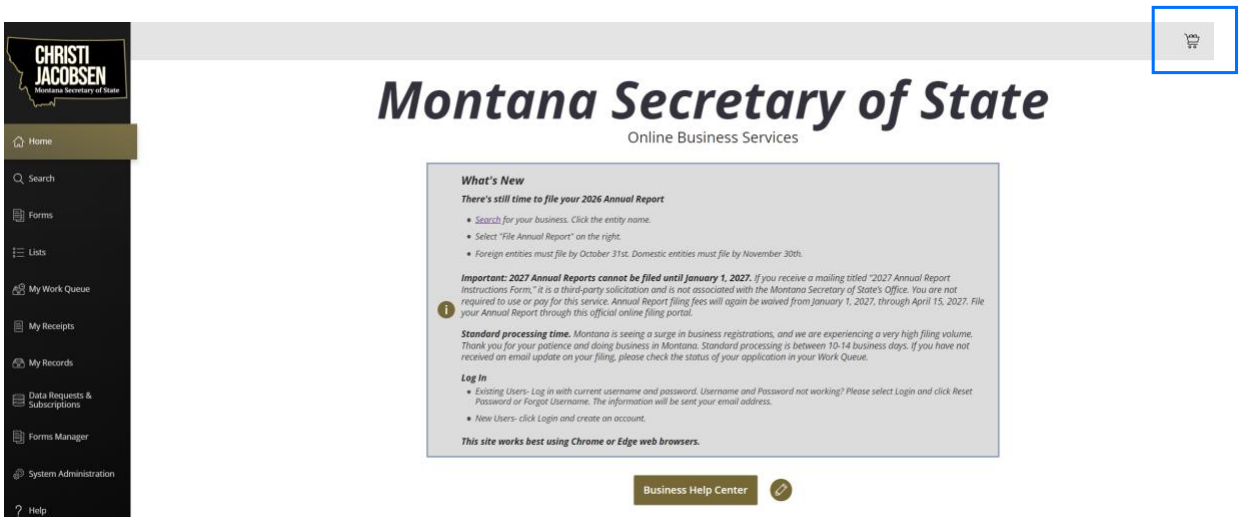
> **This guide has two parts**
> Part 1 shows how to save a new payment method. Part 2 shows how to use it for a subscription. Look for the blue arrows and markers in the screenshots: they point to what to click or fill in.

PART 1

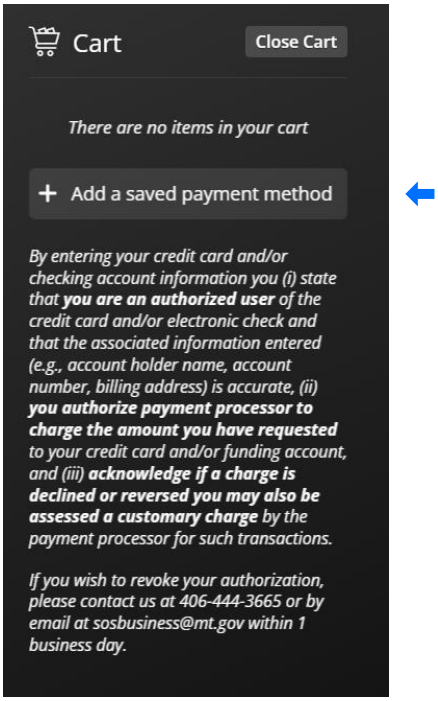
Add a payment method

Saves a card or e-check to your account

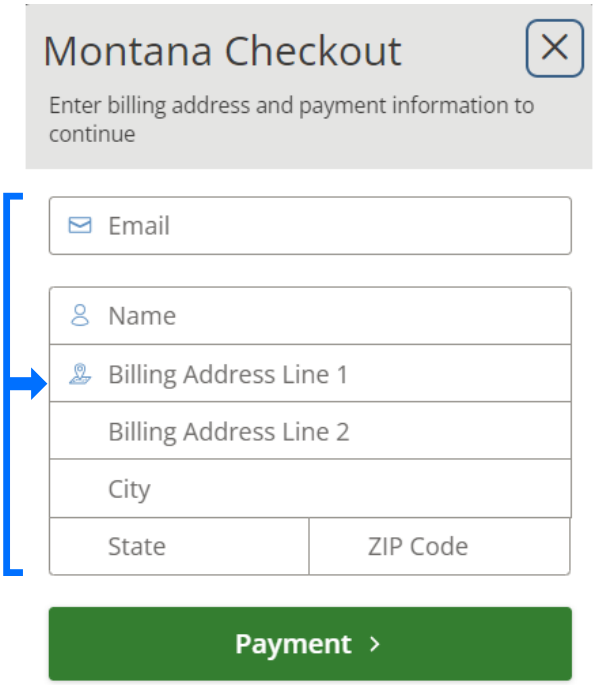
1 **Open your cart.** Click the shopping cart icon in the top right corner of the screen.



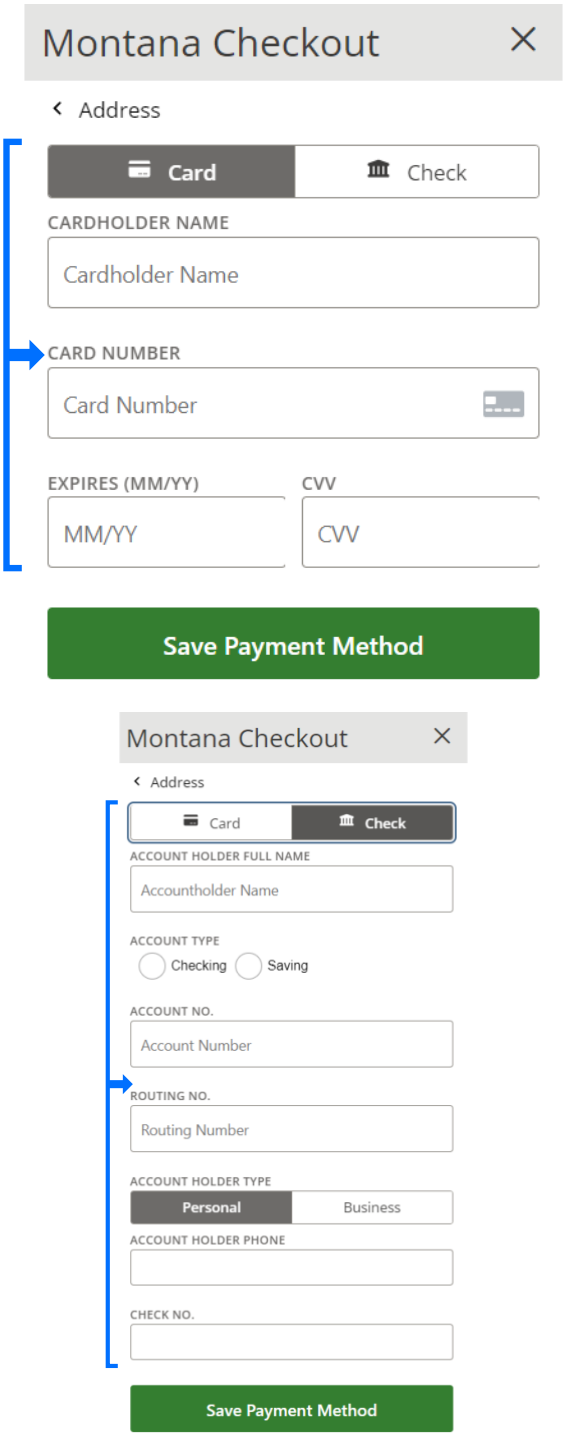
2 **Add a payment method.** The cart opens. Click **"+ Add a saved payment method."**



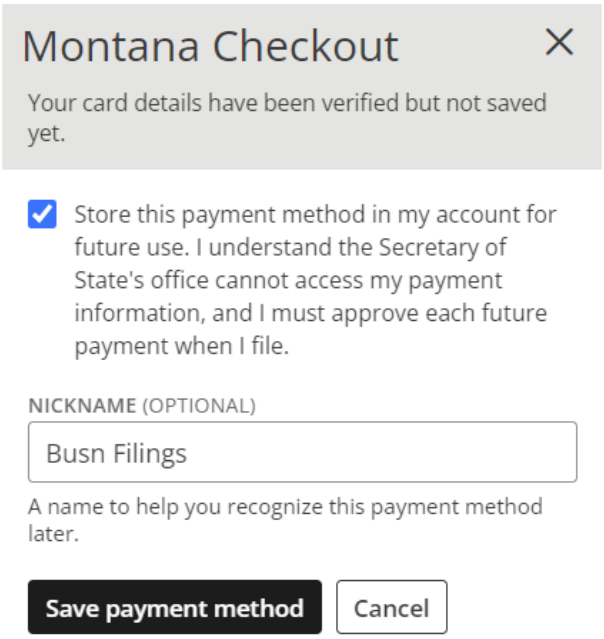
3 **Enter your details.** Fill in your email address, name, and billing address in the appropriate fields.



4 **Enter your payment information.** Add your credit card or e-check information.

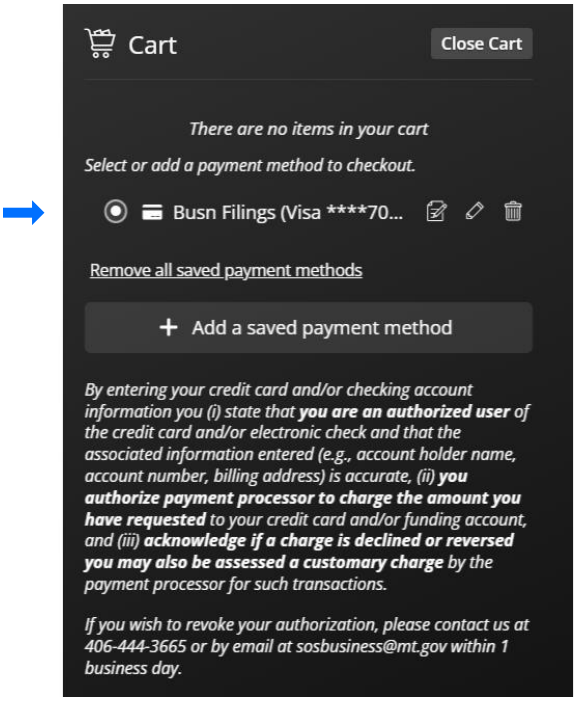


5 **Store it.** Choose to store the payment information and, if you like, give it a nickname.

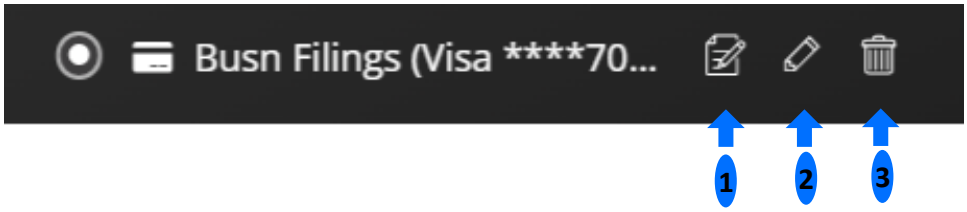


> **Tip: use a nickname**
> A nickname makes it easy to pick the right payment method for future transactions.

6 **Save.** Save the payment method and you'll see it load into your cart.

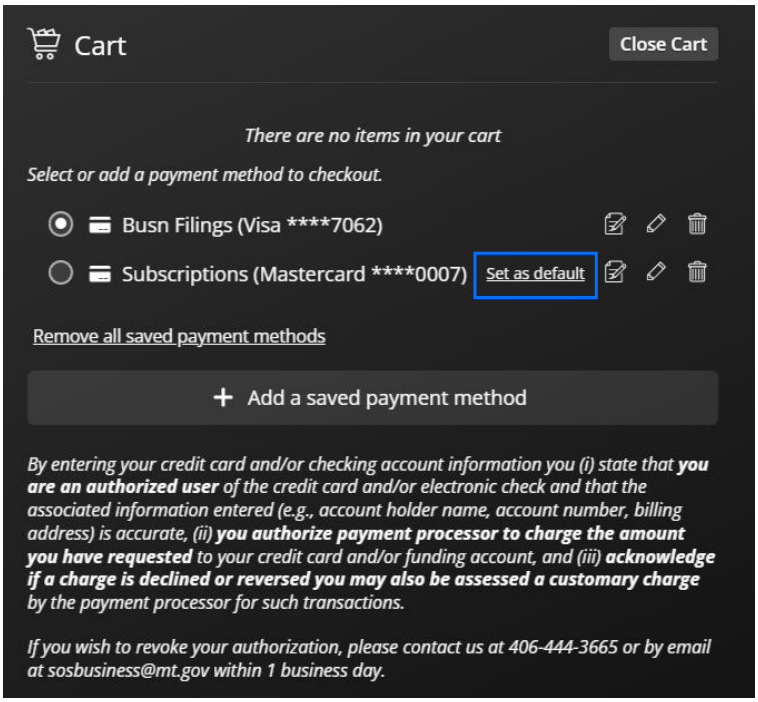


7 **Manage it with the icons.** The icons next to your payment method let you update it:



First icon	Edit the card expiration date or the name on the card
Second icon	Update the nickname for the payment method
Trash can	Delete the payment method

> **Tip: set a default**
> If you've saved more than one payment method, you can set one of them as your default.

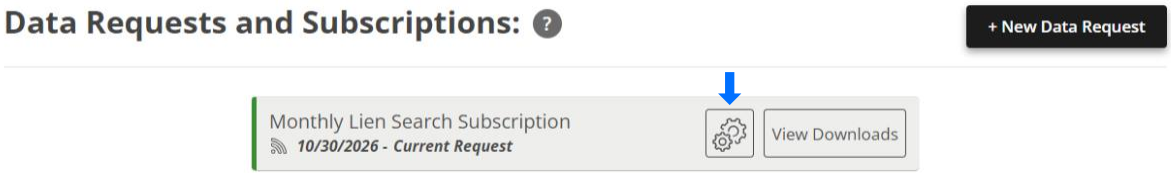


PART 2

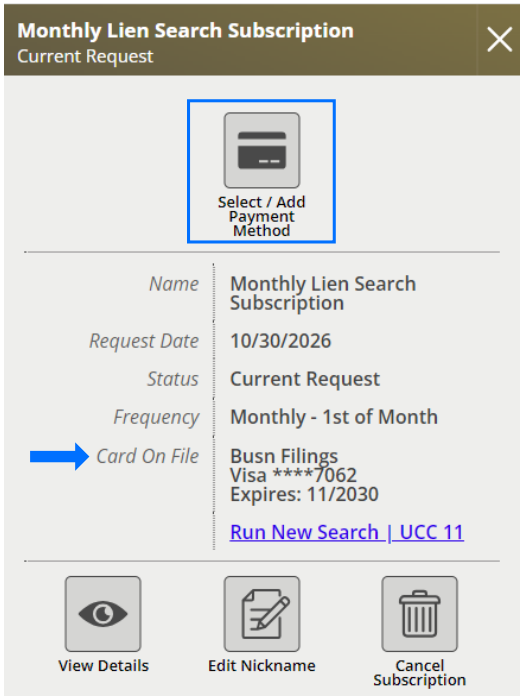
Attach it to a subscription

Choose which payment method a subscription uses

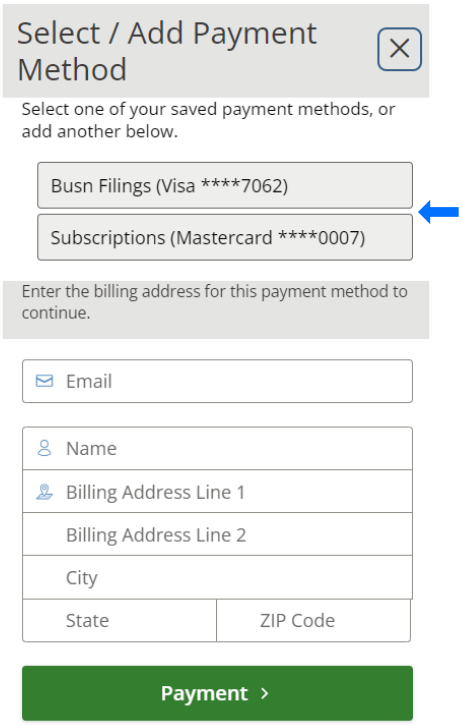
1 **Find your subscription.** In the portal, go to **Data Requests & Subscriptions** and click the gear icon next to your subscription.



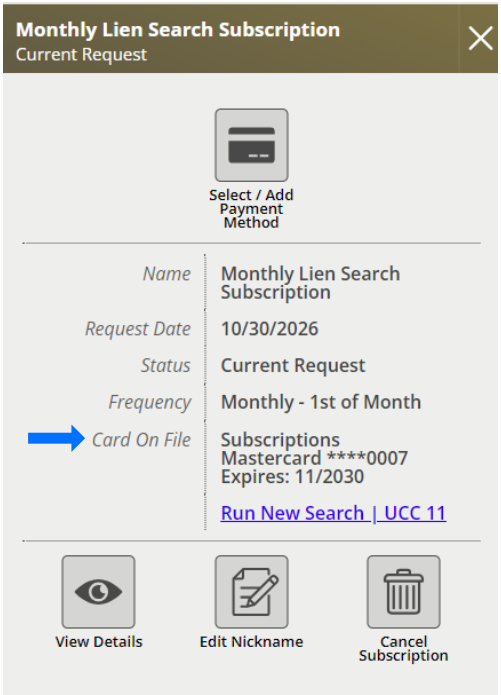
2 **Check the card on file.** The right side panel shows the payment method currently linked, under **“Card on File.”** To change it, click **“Select/Add Payment Method.”**



3 **Pick a method.** Your saved payment methods appear here. You can also enter a completely different one.



4 **Confirm.** Select or enter the payment method you want and watch the **"Card on File"** update.



All set

Your subscription will now use the selected payment method.