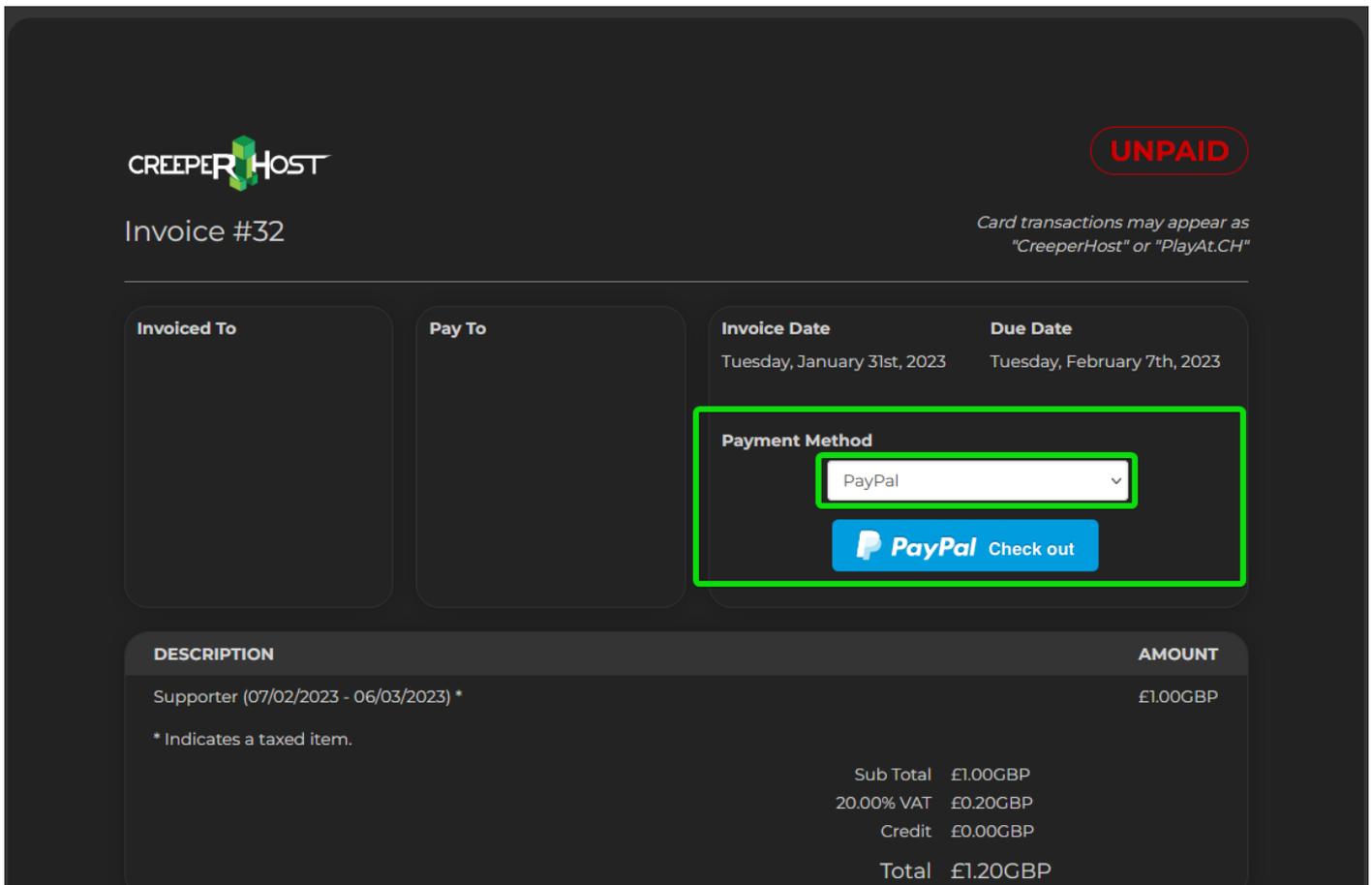


# Changing payment method

1. To change the payment method used to pay for your service, open the invoice for your service from either the panel or the link sent in the payment reminder email.
2. Once on the invoice page you should see something such as the image below, if you click on the dropdown that's in the payment method section, you can then select a different payment method such as PayPal or Credit & Debit card



The screenshot shows a dark-themed invoice interface for CreperHost. At the top left is the CreperHost logo, and at the top right is a red 'UNPAID' badge. Below the logo is 'Invoice #32' and a note: 'Card transactions may appear as "CreperHost" or "PlayAt.CH"'. The main content area is divided into sections: 'Invoiced To', 'Pay To', 'Invoice Date' (Tuesday, January 31st, 2023), and 'Due Date' (Tuesday, February 7th, 2023). A 'Payment Method' section is highlighted with a green border, containing a dropdown menu with 'PayPal' selected and a blue 'PayPal Check out' button. Below this is a table with columns 'DESCRIPTION' and 'AMOUNT'. The table lists a 'Supporter' item for £1.00GBP. A summary table at the bottom right shows: Sub Total £1.00GBP, 20.00% VAT £0.20GBP, Credit £0.00GBP, and Total £1.20GBP.

DESCRIPTION	AMOUNT
Supporter (07/02/2023 - 06/03/2023) *	£1.00GBP
* Indicates a taxed item.	
Sub Total	£1.00GBP
20.00% VAT	£0.20GBP
Credit	£0.00GBP
<b>Total</b>	<b>£1.20GBP</b>

3. After selecting a different payment method, click on the pay button and this should then set the payment method as your default for any future invoices.

Revision #1

Created 14 February 2023 01:32:25 by Gareth W

Updated 14 February 2023 01:41:30 by Gareth W