

Managing Payment Methods

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Managing Payment Methods in Vuzion CORE

Viewing your payment method

1. Login to Vuzion CORE <https://core.vuzion.cloud>
2. Click **Account** on the left side navigation pane
3. Click **Payment Methods**
4. Here your current Payment method will be displayed.

Adding a new Payment Method

After completing the steps above:

1. click **Add New Payment Method**

Payment Methods

Enable automatic payments to renew subscriptions and pay recurring invoices.

Online Payment Methods

ADD NEW PAYMENT METHOD

2. Select your preferred method and click **Continue**

Add New Payment Method

You will be redirected to the secure processing page of the payment method selected below to provide your payment details. For Credit/Debit Cards, a temporary authorisation for a nominal amount will be placed on the card. This will be immediately voided, however the exact time it takes to remove the authorisation may vary depending on your Card provider.

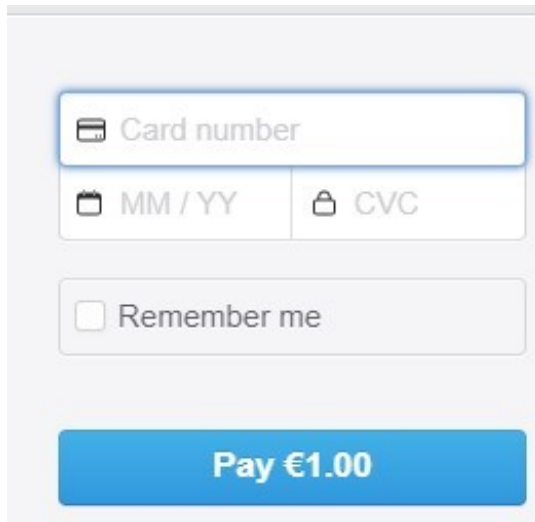
Select Payment Method Type

- Credit Card
- Direct Debit

CANCEL

CONTINUE

Credit Card: You will be asked to enter in your new Credit Card number and expiry date. You will then be asked to pay £1.00 (or €1.00 if in Ireland) to confirm the details work. The payment will then be refunded upon completion.



A payment form with a light gray background. At the top is a white input field with a card icon and the text "Card number". Below it are two smaller white input fields: the left one has a calendar icon and "MM / YY", and the right one has a lock icon and "CVC". Underneath these is a white checkbox with the text "Remember me". At the bottom is a blue button with the text "Pay €1.00".

Direct Debit: Enter in your Company details and click **Set Up Direct Debit**

Country

United Kingdom

Your sort code

e.g. 10-20-30

Your account number

e.g. 12345678

or enter IBAN

Billing address line 1

Test road

Billing address line 2

Test line 2

Town or City

Fareham

Post code

19

or find your address

More than one person is required to authorise Direct Debits

 **Set up Direct Debit**

Deleting a Payment Method

Complete Steps 1-4 under **Viewing your Payment Method**

1. Click **Actions** drop down menu on your existing payment method displayed
2. Click **Delete Payment Method**

GOCARDLESS DIRECT DEB

Automatic Payments

 On

ACTIONS ▲

Disable Automatic Payments

Delete Payment Method