

How to Change Billing Address for Credit Card

During a Transaction/When trying to check out, the place to edit your credit card billing address is at the Payment Information section and not at the screen you first see. (shown below). Keep scrolling down to the bottom.

Keep scrolling past this section on your screen

PLACE YOUR ORDER

BILLING INFORMATION

*Email	*Address	*Phone
<input type="text" value="test@davismfg.com"/>	<input type="text" value="541 Proctor Avenue"/>	<input type="text" value="(123) 456-7890"/>
Title		Fax
<input type="text" value="-"/>		<input type="text"/>
*First Name	*City	
<input type="text" value="Test"/>	<input type="text" value="Scottsdale"/>	
*Last Name	*Country	
<input type="text" value="Test"/>	<input type="text" value="United States"/>	
*Company	*Province / State	
<input type="text" value="Testie McTesterson's Grooming"/>	<input type="text" value="Georgia"/>	
	*Zip/Postal Code	
	<input type="text" value="30079"/>	

The section show below is where you will update your billing address, click on "Add A CREDIT CARD"

PAYMENT INFORMATION

Credit Card
 PayPal



CONFIRM MY ORDER

The below screen appears - **Unlick** the box next to “The address used to associate my credit card is my billing address” (circled in the image below) Enter in your card info and click “ADD CARD”

ADD A CREDIT CARD

Credit Card: Visa

Name on Card: [Empty]

Card Number: [Empty]

Verification Number: [Empty]

Expiration Date: Month [Empty] Year [Empty]

Save my credit card information for future use

How to find your verification number?

The address used to associate my credit card is my billing address

Once you add card number successfully, click NEXT

ADD A CREDIT CARD

Credit Card: Visa

Name on Card: Lucille Bluth

Card Number: 1

Verification Number: 123

Expiration Date: Month [Empty] Year [Empty]

Save my credit card information for future use

How to find your verification number?

The address used to associate my credit card is my billing address

Then choose "Enter another address" as circled below:

ADD A CREDIT CARD ×

ASSOCIATE AN ADDRESS TO MY CREDIT CARD

- Use my shipping address
- Use another address from my account
- Enter another address

*Address	*City	
<input type="text"/>	<input type="text"/>	
<input type="text"/>		
*Country	*Province / State	
<input type="text" value="United States"/>	<input type="text" value="Choose a state / province"/>	
*Zip/Postal Code	*Phone	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>

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[CANCEL](#)

[ADD CARD](#)

Once all info is added you should be able to confirm the order.

If you are not in the middle of a transaction, you can also navigate to "**My Account**" from the tool bar and go to "**My Credit Cards**" where you can add new cards and edit card information.