

Credit Card & Payments

You may review your information for any payment method by selecting the payment method and then clicking the Update Payment Method button, or by clicking on the payment method name in the list. If you have used the same credit card or other payment method for multiple purchases, any updates to the payment information will be applied to all of the items purchased with the payment method.

To update your payment method information:

1. Select the payment method and then click Update Payment Method.

PAYMENT INFORMATION			
Update Payment Option	Update Payment Method	View All Renewing Items	
Payment Methods	Last Charged		
<input type="radio"/> None	View Items		
<input type="radio"/> Good As Gold	#####	View Items	5/25/2004
<input type="radio"/> Discover	#####1117	Expires: 8/2010	View Items 7/20/2004
Payment Methods	Last Charged		

2. You may update the name on the card, the expiration date, and the billing information.

Update Payment Information

To update your expiration date or other details for this payment method use the fields below. If you would like to use a different form of payment for all items currently associated with this payment method, click the "Change" link below.

Update Account Details

Payment Type: **Discover** [Change](#)

Name on Card: *

Card Number: #####1117

Exp. Date:

Name of Card:

First Name: *

Middle Name:

Last Name: *

3. Click the Save Changes button.

To deactivate a payment method:

1. Select the payment method and then click Deactivate Payment Method.

PAYMENT INFORMATION			
Update Payment Option		Deactivate Payment Method	
			View All Renewing Items
Payment Methods			Last Charged
<input type="radio"/> None		View Items	
<input type="radio"/> Good As Gold	#####	View Items	5/25/2004
<input type="radio"/> Discover:	#####1117	Expires: 8/2010 View Items	7/20/2004
Payment Methods			Last Charged



2. If there are products associated with this payment method you will be prompted to select a different payment method to transfer the product to.
 - Select an existing payment method.

OR

 - Select to add a new payment method and enter the account details for the new payment method.
3. Click Save Changes.

To view the list of products and services purchased with a specific payment method:

1. Click the View Items link next to the payment method you wish to view.

PAYMENT INFORMATION			
Update Payment Option		Deactivate Payment Method	
			View All Renewing Items
Payment Methods			Last Charged
<input type="radio"/> None		View Items	
<input type="radio"/> Good As Gold	#####	View Items	5/25/2004
<input type="radio"/> Discover:	#####1117	Expires: 8/2010 View Items	7/20/2004
Payment Methods			Last Charged



To sort the Product list:

1. Click the + icon next to Filter Items List, in the Product List view. The filter pane opens.
2. Select how you would like to filter your Product list.

- **By Domain Name-** Enter the letter, number, symbol, or combination of characters that the domain or domains you wish to view starts with. Domain names that start with the indicated character(s) will appear in the Products list.
 - **Expires in (# days) -** Shows the products that are scheduled to expire within the number of days specified.
 - **By Product Type-** Select the type of product you want to view from the dropdown menu..
3. Click Go.

To change the payment method for a product:

1. Click the View Items link next to the payment method for the product you wish to change.
2. Select the item from the Product list for which you wish to update the payment method.

Product	Receipt #	Next Billing	Discover: #####1117
20 of 51 Product ▲ Email (250 MB/50 Boxes)	1046343	2/13/2005	Discover: #####1117
Deluxe Host SAMPLENAME.COM	1046342	2/21/2004	Discover: #####1117
Domain Registration ATESTDOMAINNAME.ORG	1045021	2/16/2009	Discover: #####1117
Domain Registration ATESTDOMAINNAME.NET	1045021	2/13/2009	Discover: #####1117

- Click the Update Payment Option button.

The screenshot shows a web interface titled "PAYMENTS & RENEWING ITEMS". At the top, there are two buttons: "Renew Now!" and "View Domains". Below these are two more buttons: "Update Payment Option" and "Item", with a red arrow pointing to the "Update Payment Option" button. To the right of the "Item" button is a link "View Payment Types". Below the buttons is a section with a plus sign and the text "Filter Items List [Discover: ##### #1117]". At the bottom, there is a checkbox labeled "20 of 51 Product ▲", a link "Receipt # Next Billing", and a dropdown menu showing "p 1 of 3".

- Either select an existing payment method from the drop down list or select Add New Payment Method. If you select Add New Payment Method, select Credit Card or Pay By Check and then enter the required information.

The "Change Payment Type" dialog box has a title bar with the text "Change Payment Type". Below the title bar, it says "Change Payment Type for:". Underneath, it reads "Using the fields below, select how you want to update all items currently being billed using this payment type." There are two main sections: "Select From Existing:" with a radio button and a dropdown menu showing "Discover #####1117 Exp:2/2005", and "Add New Payment Type:" with two radio buttons labeled "Credit Card" and "Pay by Check". At the bottom, there are two buttons: "Save Changes" and "Cancel Changes".

- Click Save Changes.

To cancel a renewable service:

1. Select the product from your list of renewable services.

PAYMENTS & RENEWING ITEMS

[View Payment Types](#)

+ Filter Items List [Discover: #####1117]

<input type="checkbox"/> 20 of 51 Product ▲	Receipt #	Next Billing	p 1 of 3 ▼
<input type="checkbox"/> Mail (250 MB/50 Boxes)	1046343	2/13/2005	Discover: #####1117
<input type="checkbox"/> Deluxe Host SAMPLENAME.COM	1046342	2/21/2004	Discover: #####1117
<input type="checkbox"/> Domain Registration ATESTDOMAINNAME.ORG	1045021	2/16/2009	Discover: #####1117
<input type="checkbox"/> Domain Registration ATESTDOMAINNAME.NET	1045021	2/13/2009	Discover: #####1117

2. Click the Cancel Account button.

PAYMENTS & RENEWING ITEMS

[View Payment Types](#)

+ Filter Items List [Discover: #####1117]

20 of 51 Product ▲
 Receipt # Next Billing p 1 of 3 ▼

3. Select the checkbox on the Cancel Product pane to confirm that you want to cancel the selected products, and then click Save Changes

Note: Canceling your service does not entitle you to a refund for any unused time.

My Renewals

You may renew your domain names, products, and services anytime you wish before their expiration dates. Renewing adds additional years to your current registration period. Domain Names are renewed through the Manage Domains page. All other products and services are renewed through the Payments & Renewing Items page.

Note: The Renewals page only lists items that are billed annually. Products and services that are billed on a monthly basis are not listed in the annual renewals list. To renew products and services that are

billed on a monthly basis, such as hosting, Expiring Names List, etc. please go to the page in the Account Manager for that particular product or service.

To sort the Product list:

1. Click the + icon next to Filter Items List, in the Product List view. The filter pane opens.
2. Select how you would like to filter your Product list.
 - **By Domain Name**- Enter the letter, number, symbol, or combination of characters that the domain or domains you wish to view starts with. Domain names that start with the indicated character(s) will appear in the Products list.
 - **Expires in (# days)** - Shows the products that are scheduled to expire within the number of days specified.
 - **By Product Type**- Select the type of product you want to view from the dropdown menu.

3. Click Go.

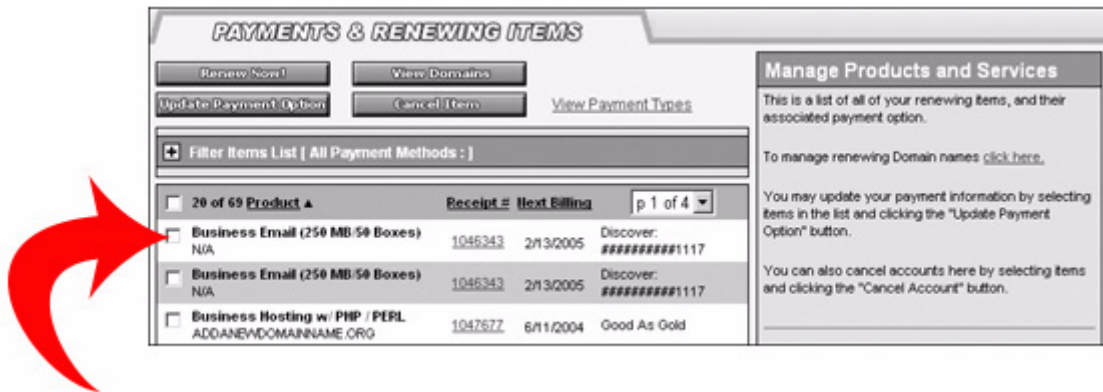
To renew domain names:

1. Click the link, [To view renewing Domain names click here.](#)
2. Follow the steps to renew a domain. (See "Renew Domains")

Product	Receipt #	Next Billing	Discover:
<input type="checkbox"/> Business Email (250 MB/50 Boxes) N/A	1046343	2/13/2005	*****1117
<input type="checkbox"/> Business Email (250 MB/50 Boxes) N/A	1046343	2/13/2005	*****1117
<input type="checkbox"/> Business Hosting w/ PHP / PERL ADDANEWDOMAINNAME.ORG	1047677	6/11/2004	Good As Gold

To Renew Other Products and Services:

1. Use the checkboxes to select the products or services you want to renew.



2. Click **Renew Now!**
3. Complete your renewal purchase through the shopping cart.

My Downloads

The Manage Downloads page lists any downloads available to you. This secure page makes products that you may have purchased, such as StealthRay™, Spam Xploder™, and Pop-up Xploder™, available for download.

These Are Your Downloads			
Click on the → icon or the product name to start the download process.			
Product	7 Records Refresh		
1 → Spam Xploder			
2 → StealthRay	Product Key: 2E5B36BC	Update Subscription Expires: February 24, 2005	
3 → StealthRay	Product Key: 2ED5050F	Update Subscription Expires: February 24, 2005	

To download a product you have purchased:

1. Click on the icon or the product name to begin the download.
2. If prompted, enter your product key.
 - Some products may require a product key when downloading. You will find the product key listed on this page for those products that require a product key. Also, you should receive an email confirming your order and providing your product key as well.
3. Follow the prompts to complete the download.

Sync Expiration Dates

If you have purchased products and domain names on different days, and even in different years, you may choose to synchronize your expiration dates to match the expiration date of the domain name associated with the product. For example. If you purchased a domain name last month and registered it for 5 years, then today you purchase 2 years of a one-page Web site, your expiration dates will not

match. Synchronize your expiration dates not only to ensure that your products are good for the life of your domain name, but also to make managing your products and services easier for yourself.



Select All This Page	Unselect All This Page	SYNC NOW!	
Account Type	Account	Account Expiration Date	Domain Expiration Date
<input type="checkbox"/> Select All This Page WebSite	ATESTDOMAINNAME.COM	2/13/2005	Expires: 2/13/2009

To Synchronize expiration dates:

1. Use the checkboxes to select the accounts you want to synchronize with its associated domain.
2. Click Sync Now.
3. For some products you may need to complete a purchase through the shopping cart.
 - a. Click check out.
 - b. Verify your billing and shipping information.
 - c. Click Continue with check out.
 - d. Select a payment method and supply the required information.
 - e. Click Continue with check out.