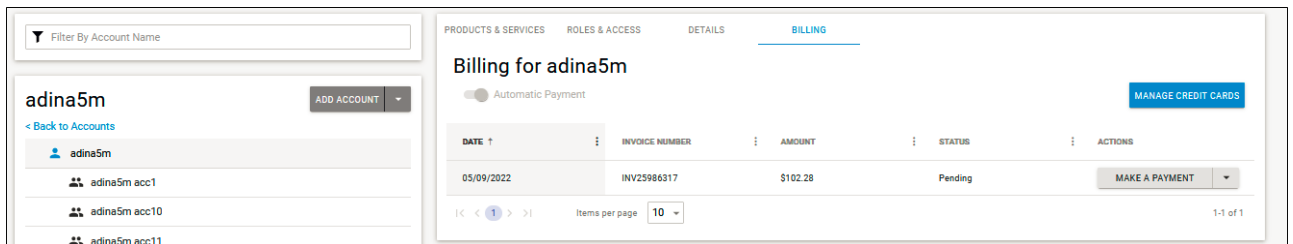


## Adding Credit Cards

<https://campus.barracuda.com/doc/97520661/>

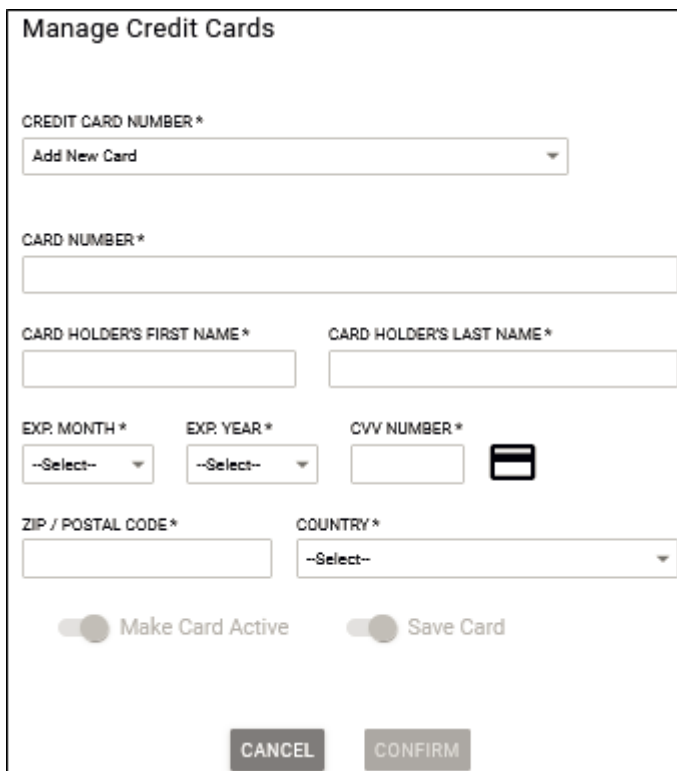
To add a new or edit a credit card, perform the following steps.

1. At the Billing page, click the **Manage Credit Card** button.



The screenshot shows the 'Billing for adina5m' page. On the left, there's a sidebar with the account name 'adina5m' and a list of accounts. The main area shows a table of invoices with columns: DATE, INVOICE NUMBER, AMOUNT, STATUS, and ACTIONS. The first invoice is dated 05/09/2022, invoice number INV25986317, amount \$102.28, and status Pending. A 'MANAGE CREDIT CARDS' button is visible in the top right corner of the main area.

The Manage Credit Cards pop-up is displayed.



The 'Manage Credit Cards' pop-up form includes the following fields and controls:

- CREDIT CARD NUMBER \* (with an 'Add New Card' dropdown)
- CARD NUMBER \*
- CARD HOLDER'S FIRST NAME \*
- CARD HOLDER'S LAST NAME \*
- EXP. MONTH \* (dropdown)
- EXP. YEAR \* (dropdown)
- CVV NUMBER \* (with a card icon)
- ZIP / POSTAL CODE \*
- COUNTRY \* (dropdown)
- Make Card Active (checkbox)
- Save Card (checkbox)
- CANCEL button
- CONFIRM button

2. Complete the fields.

When adding a new card, **Save Card** and **Make Card Active** are automatically enabled. The most recent added card becomes the active one.

3. Click **Confirm**.

## Figures

1. image2022-7-28 7:23:24.png
2. image2022-7-28 7:24:4.png

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