

I want to update my credit card information.

This process is only necessary if you have checked the box that authorizes Notarius to automatically debit your credit card for renewals and transaction fees. If you want to manually pay for a renewal subscription, please go to this page instead: <u>I want to pay and renew my annual subscription</u>.

Please follow these steps:

Using your Web browser:

- a. Go to your account by following this link: My Account.
- b. Click Log in.
- c. An *Entrust* session will open and you will need to enter your password. *i.* You can also log in using <u>Authentication using security questions</u>.
- d. In your account, click on **My subscriptions**.
- e. Click on the Name of our product.
- f. Select Update credit card details.
- g. Enter our information using our secure platform.
- h. Enter your CVV (Verification) number and click on **Pay now** to proceed to the payment of \$0.01.
 - *i.* For security reasons, updating your credit card information requires a payment of \$ 0.01 on your new card. This fee will be refunded to you upon receipt of the amount.
- i. Click on **Next** to return to **My account.**
- j. Now, to subscribe to automatic renewals, click on My subscriptions.
- k. Click on the Name of your product.
- I. Make sure that the box which authorizes Notarius to automatically debit your card is checked.
- m. Click on the button **Save changes**.

Your credit card information is now up to date.



You have more questions? Visit our support center to find an answer quickly. support.notarius.com