

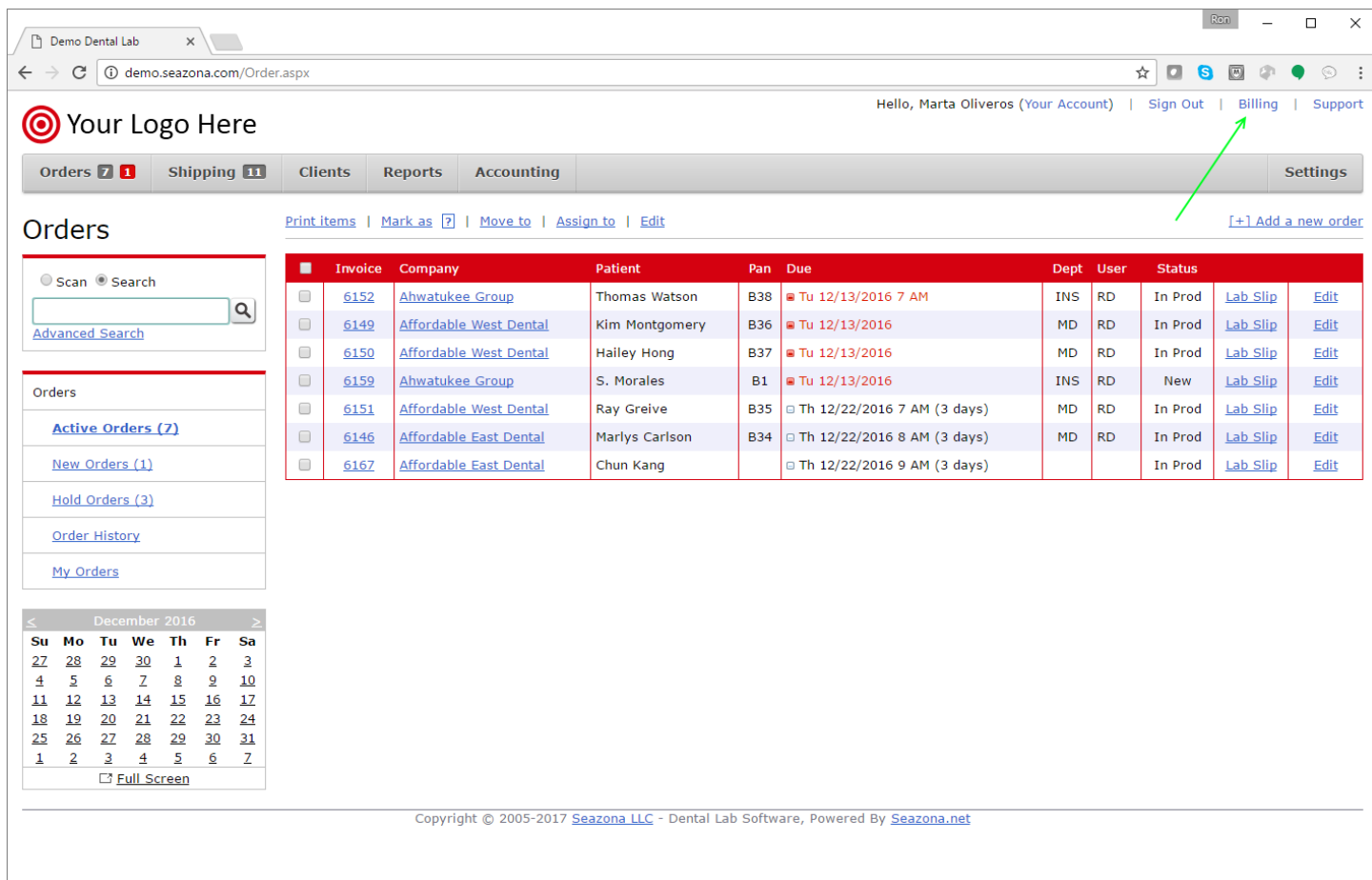
How to change my credit card on file?

How do I update or change my credit card on file used for charging my monthly subscription?

1. Log into Seazona as an Administrator

Note: if you are not an Administrator, you will not be able to change the credit card on file.

2. In the upper right corner, click on the **Billing** link

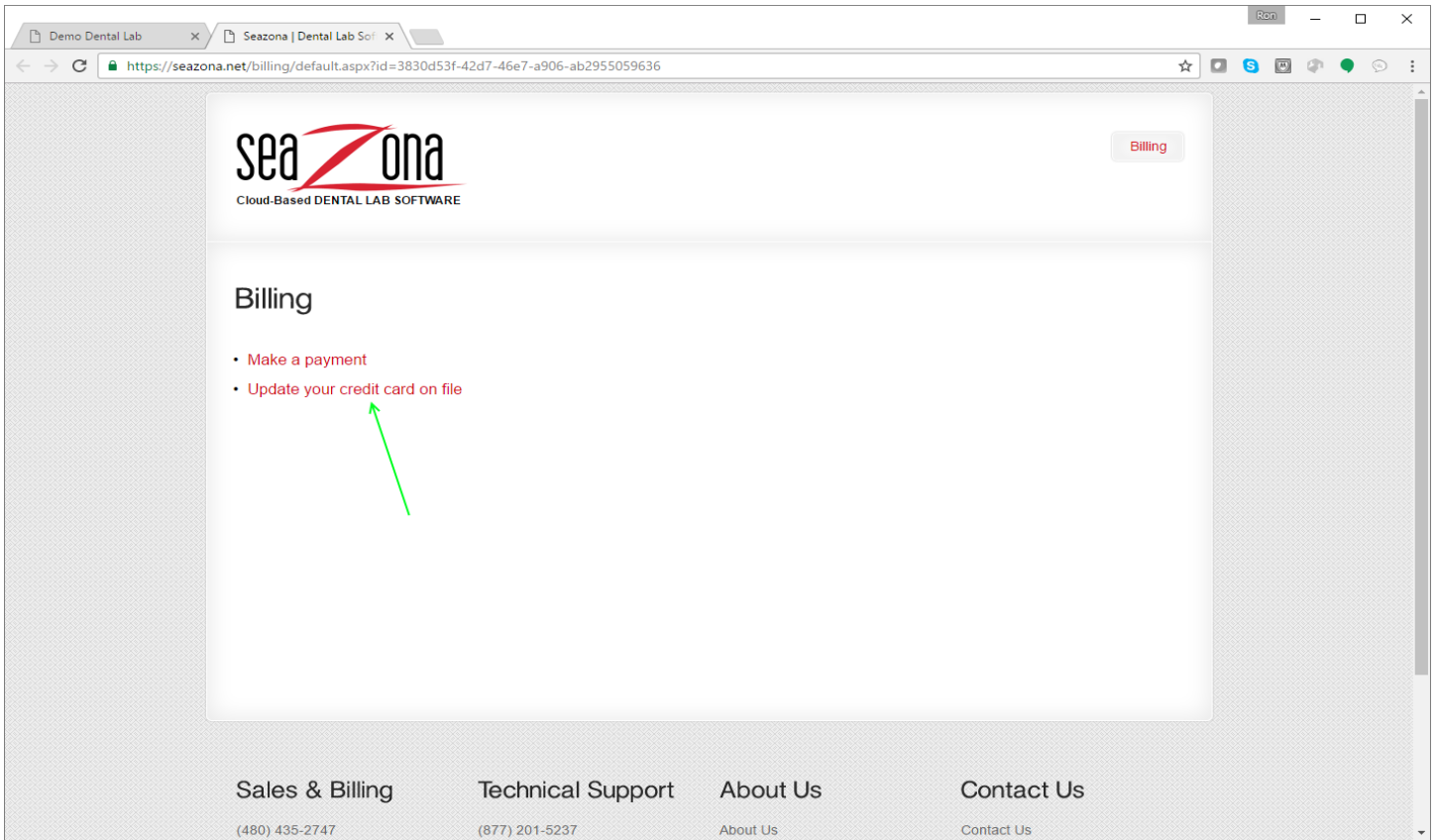


The screenshot shows the Seazona web application interface. The browser address bar displays "demo.seazona.com/Order.aspx". The user is logged in as "Marta Oliveros (Your Account)". The top navigation bar includes links for "Sign Out", "Billing", and "Support". The "Billing" link is highlighted with a green arrow. Below the navigation bar, there are tabs for "Orders 7 1", "Shipping 11", "Clients", "Reports", "Accounting", and "Settings". The main content area displays a table of orders with columns for Invoice, Company, Patient, Pan, Due, Dept, User, and Status. A sidebar on the left contains search options and order filters. A calendar for December 2016 is visible at the bottom left.

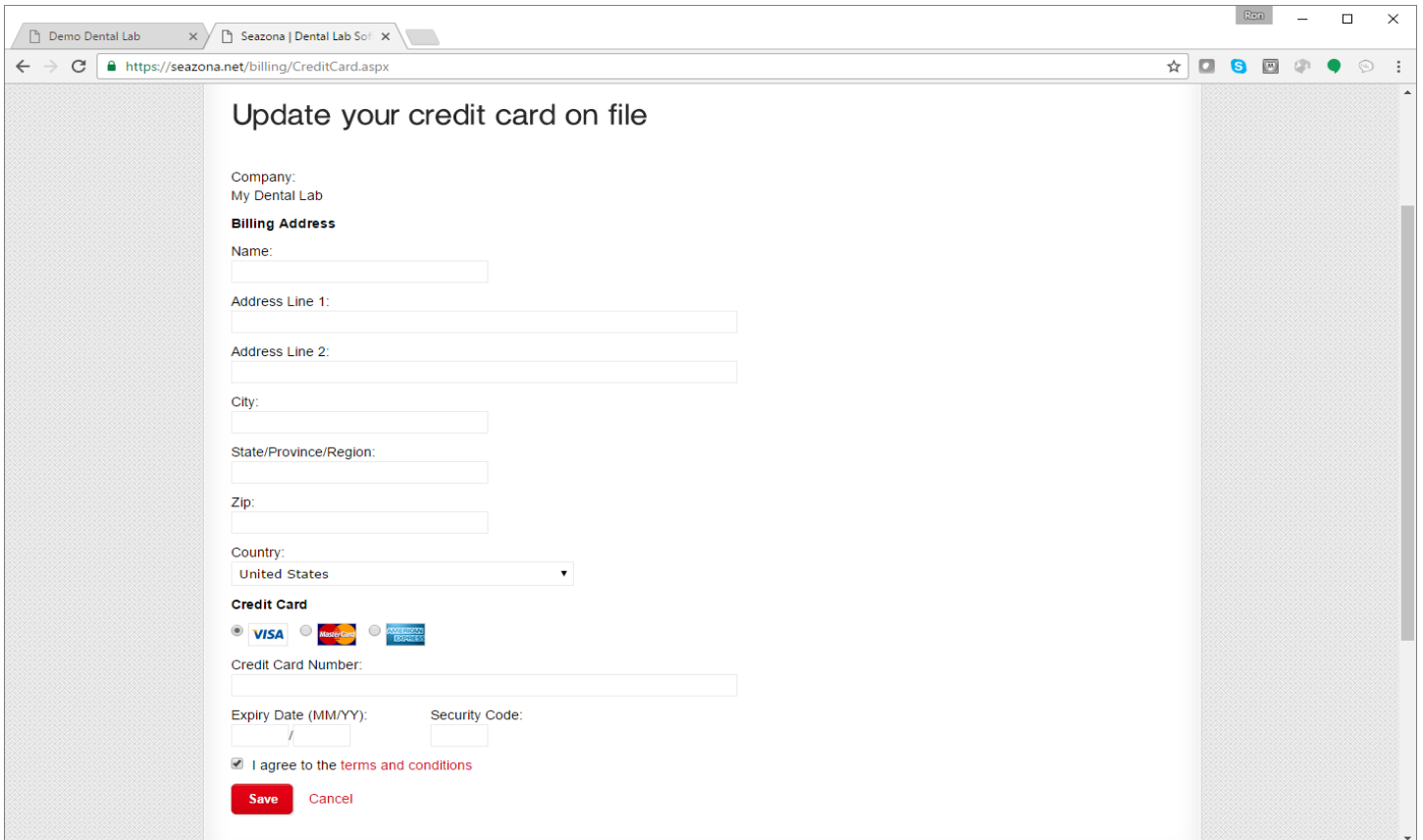
Invoice	Company	Patient	Pan	Due	Dept	User	Status
6152	Ahwatukee Group	Thomas Watson	B38	Tu 12/13/2016 7 AM	INS	RD	In Prod
6149	Affordable West Dental	Kim Montgomery	B36	Tu 12/13/2016	MD	RD	In Prod
6150	Affordable West Dental	Hailey Hong	B37	Tu 12/13/2016	MD	RD	In Prod
6159	Ahwatukee Group	S. Morales	B1	Tu 12/13/2016	INS	RD	New
6151	Affordable West Dental	Ray Greive	B35	Th 12/22/2016 7 AM (3 days)	MD	RD	In Prod
6146	Affordable East Dental	Marlys Carlson	B34	Th 12/22/2016 8 AM (3 days)	MD	RD	In Prod
6167	Affordable East Dental	Chun Kang		Th 12/22/2016 9 AM (3 days)			In Prod

Note: A new window will open up.

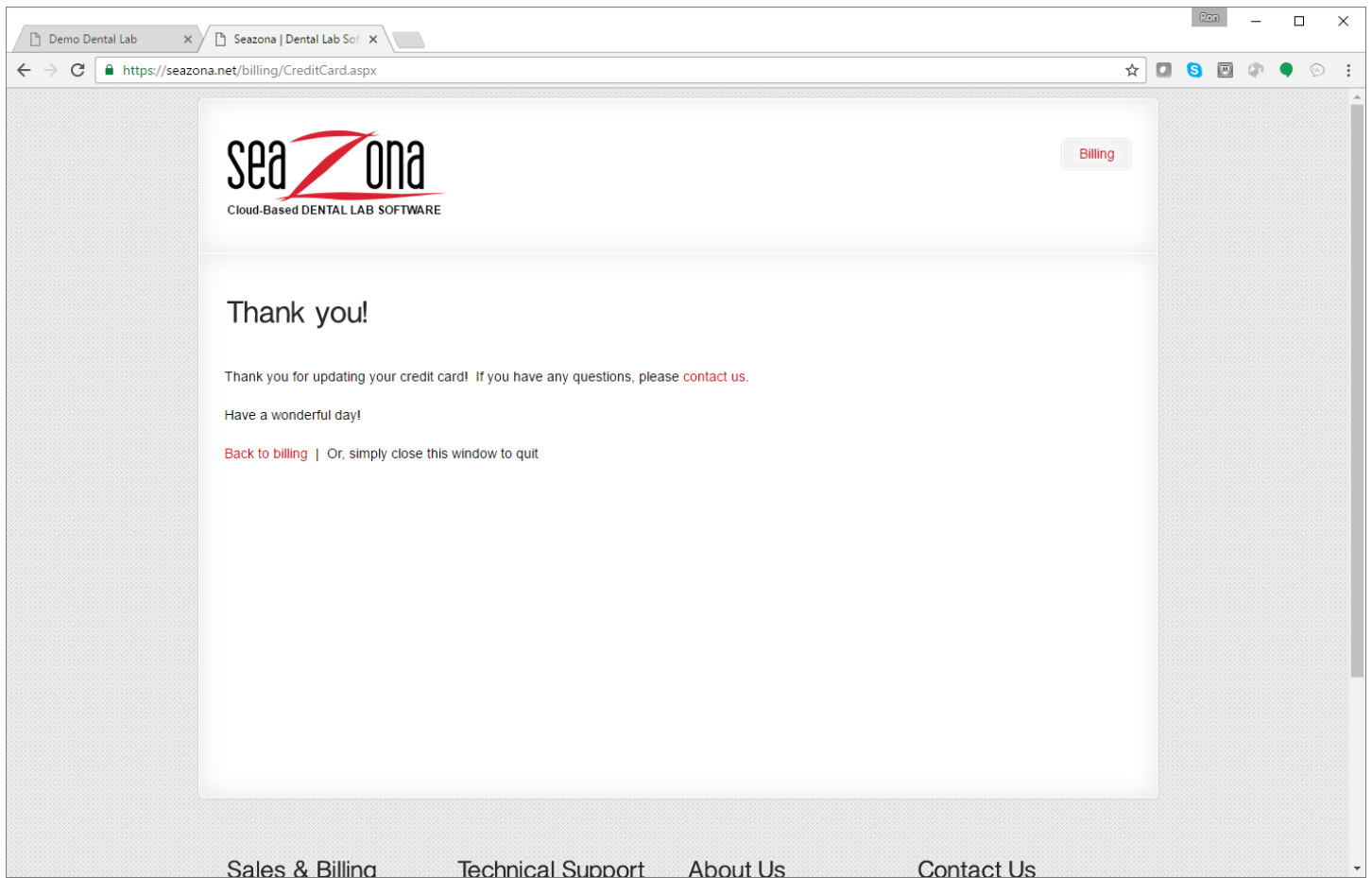
3. Click on “Update your credit card on file”



4. Complete the form and click on the “Save” button



5. That's it! Just close the window to exit.



Note: The new credit card will completely replace the previous credit card and you will only be charged on your regularly scheduled date. Please let us know if you have any questions.